



Partners in Project Green Resource Reutilization Team
Conference Call

Agenda – Wednesday March 2nd, 2011, 10:30 AM – 12:00 PM

Conference Line: 416-343-4997, Conference ID: 5346694

1. Introductions
2. Waste Management Procurement Training
3. Industrial Waste Speed Dating Workshop
4. Industrial/Commercial Waste Reduction Ideation Charrette
5. 3R Program Update from Recycling Council of Ontario

Item 2

TO: Members of the Partners in Project Green – Resource Reutilization Team

FROM: Chris Rickett, Senior Project Manager, Partners in Project Green

RE: **WASTE MANAGEMENT PROCUREMENT TRAINING**

KEY ISSUE

Development of a training session for Waste Management Procurement.

BACKGROUND

Businesses within the Pearson Eco-Business Zone have consistently commented on their interest in learning ways to reduce their waste management costs. This interest is understandable given the ever rising costs of waste management coupled with increasing regulatory control and complexity. For many manufacturers, waste management costs can represent up to 20 per cent of controllable operational costs and major sources of long term liability.

To assist in meeting this demand, TRCA proposed the development of a half day training session that would provide practical knowledge of the waste management industry as it relates to procurement of related services. The Resource Reutilization Team at its November 12th, 2010 meeting approved this direction. At that meeting the team reviewed three vendors who submitted proposals to deliver the training session and the team approved the Emerald Group to develop and deliver the session.

PROPOSED TRAINING CONTENT

TRCA staff have been working with the Emerald Group to finalize the structure and learning outcomes of the session. Before finalizing these elements, TRCA staff are requesting input from the Resource Reutilization Team on the outline and learning outcomes. The following is the proposed delivery structure:

The following is the proposed outline for the training program:

1. Provide a brief overview of current regulatory requirements for management and disposal of hazardous and non-hazardous wastes.

Ontario's 3Rs Regulations (Regulation 102) governing non-hazardous solid waste from residential, industrial, commercial and institutional (IC&I) sources became law in March 1994. Designated industrial, commercial and institutional (IC&I) organizations are now required to implement waste audits, waste reduction work plans and source separation programs. Contacts are provided in handout if you require more information.

2. Overview of requirements of Regulation 102, including:
 - a. Waste Audits
 - b. Waste Reduction Work Plans and organizations required to comply

- c. Source Separation Programs and Organizations required to comply
- d. Packaging Audits & Reduction Work Plans and Organizations required to comply

Section handout – listing of major waste regulatory requirements and resources for where to obtain more information.

- 3. Introduction to waste management in Ontario – current players in the industry and an overview of available services and markets.
- 4. Highlight better practices in waste management related contract tendering and contract management. Note, this cannot be a detailed contracts/purchasing training course due to time and liability constraints. It will be an overview of some basics/starting points for what to look for in waste contracts and provide discussion on weight vs. volume based contracts, performance clauses, advantages of cooperative contracting.

Section handout – sample of a waste management contract and resources for where to obtain more information

- 5. High level summary of best practices to minimize costs and liability

Section handout – summary overview of better procurement practices and resources for where to obtain more information.

- 6. Provide case study analysis and opportunities for break out discussions within the time available

Section handout – sample case study.

- 7. Session Wrap Up

Section handout – Evaluation form and comment form

NEXT STEPS

Based on the input of the Resource Reutilization Team, the content and learning outcomes will be finalized and an initial workshop scheduled for delivery.

Report prepared by: Dennis Braun, extension 5594

For more information contact: Chris Rickett, extension 5316

Date: February 24, 2011

Item 3

TO: Members of the Partners in Project Green – Resource Reutilization Team

FROM: Chris Rickett, Senior Project Manager, Partners in Project Green

RE: UPDATE ON THE INDUSTRIAL WASTE SPEED DATING WORKSHOP

KEY ISSUE

Update on the Industrial Waste Speed Dating Workshop.

BACKGROUND

This workshop will bring together businesses from across the Pearson Eco-Business Zone for a half-day session that educates companies on the opportunities for by-product exchanges in order to help identify and facilitate waste exchanges between organizations.

At the November 12th, 2010 meeting of the Resource Reutilization Team direction was given to TRCA staff to develop the workshop in partnership with the Emerald Group. The Emerald Group was chosen as the delivery partner after reviewing three vendor proposals.

TRCA has since been working with the Emerald Group on the development and delivery of the Industrial Waste Speed Dating Workshop.

WORKSHOP DELIVERY

The workshop is scheduled for March 22nd, 2011 from 8:30 am to 12:00 pm, and registration is underway (*see poster attached*). The workshop will include:

- **Introductions and Orientation** - an overview of the concept of by-product exchanges and the benefits and opportunities it offers.
- **Case Studies** - up to 3 recent and successful exchanges within the Partners in Project Green community
- **Ad Hoc Exchange** - in teams, participants will go around the room, examine preloaded flip charts (with sorted categories of the participants by-products), identify as many materials as possible that they or others in the workshop could use, and report out.
- **Debrief** – a discussion of the participants' experience and findings, and possible solutions for waste streams that were not matched with an exchange during the session.

In advance of the event, the facilitators are working with several participating businesses to identify by-product exchanges for rubber, foam, glass, wood, and molasses. These successful exchanges will be used to motivate the group of participating businesses. At this point two exchanges have been identified to highlight during the event, including:

- Creative Zone and Bentall-Kennedy Real Estate – Creative Zone is a non-profit that takes left-over product from companies and uses it for crafts and educational

opportunities. They have been taking discarded resources from Bentall-Kennedy Real Estate's Meadowvale campus, including old office supplies, uniforms, etc.

- RainBarrell.ca and food processors – this company collects old barrels from food processors in the area and turns them into rain barrels that are then sold by community non-profits.

TRCA staff continues to work with Emerald Group in identifying a number of additional exchanges in advance of the event.

NEXT STEPS

Following the event, an update will be brought to the Resource Reutilization Team. Based on the success of the event, Partners in Project Green will continue to pursue waste exchanges in the Pearson Eco-Business Zone. An analysis of the event will include:

- A review and identification of potential future exchanges arising out of the Industrial Waste Speed Dating Workshop.
- Recommendations for improvements for potential similar events to be held in future.
- Comments on the use of automated exchange systems as part of future events.

Report prepared by: Dennis Braun, extension 5594

For more information contact: Chris Rickett, extension 5316

Date: February 24, 2011

Attachment: Industrial Waste Speed Dating Poster

Item 4

TO: Members of the Partners in Project Green – Resource Reutilization Team

FROM: Chris Rickett, Senior Project Manager, Partners in Project Green

RE: **INDUSTRIAL/COMMERCIAL WASTE REDUCTION IDEATION CHARRETTE**

KEY ISSUE

To determine the Resource Reutilization Team's interest in hosting an industrial/commercial waste reduction ideation charrette in order to identify innovative ways for private sector partners to drive waste reduction in the Pearson Eco-Business Zone.

BACKGROUND

Through surveying completed of companies in the Pearson Eco-Business Zone, waste management continues to be the number one issue identified by local companies. The Partners in Project Green Resource Reutilization Team was developed in order to identify solutions to the area's waste management challenges.

WASTE REDUCTION IDEATION CHARRETTE

Recently TRCA staff were approached and offered funding from a private partner in order to fund an industrial/commercial waste reduction ideation charrette. The purpose of the charrette would be to bring together private and public sector stakeholders to work through typical waste management challenges in the industrial/commercial sector and identify potential solutions together.

The potential solutions could include education around best practices, contracting and procurement, but could also focus on product life cycle assessments, employee engagement and business-to-business relationships. The idea is really to get a number of companies from various sectors, a number of waste management companies, along with our non-profit and public sector partners, to brainstorm potential solutions to local waste management issues.

The session would be by invitation and would be interactive, focusing on problem-solving and identifying potential solutions that could be driven by the private sector and / or Partners in Project Green.

NEXT STEPS

Based on the input of the Resource Reutilization Team, TRCA staff will develop a terms of reference for the proposed session and work to secure a facilitator who can deliver an interactive problem-solving session.

Report prepared by: Dennis Braun, extension 5594

For more information contact: Chris Rickett, extension 5316

Date: February 24, 2011

Item 5

TO: Members of the Partners in Project Green – Resource Reutilization Team

FROM: Chris Rickett, Senior Project Manager, Partners in Project Green

RE: **3R CERTIFICATION PROGRAM**

KEY ISSUE

Update on Recycling Council of Ontario's new 3R Certification Program for businesses.

BACKGROUND

The Recycling Council of Ontario (RCO) is developing a new program to certify and recognize companies on their waste management programs. The program will include a number of tools to assist in waste management goals, including audits of company waste management programs and assistance in identifying ways to reduce waste.

TRCA staff will be assisting in the development of the program and will utilize Partners in Project Green to assist in marketing the program when it is completed.

Report prepared by: Dennis Braun, extension 5594

For more information contact: Chris Rickett, extension 5316

Date: February 24, 2011