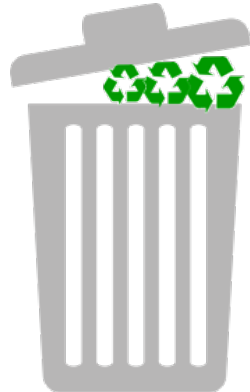




Waste Reduction + Diversion Toolkit

WASTE REDUCTION WEEK TIPS + ACTIVITY IDEAS FOR TENANTS



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Rethink Waste

Waste is a term used to describe materials we throw out each day to the recycling, compost or garbage bin. Instead of thinking of waste as disposable, let's rethink our approach and view materials as having value, even at the end of their lifecycle.

This toolkit is an amalgamation of content created by the Commerce Court Property Management team, with the use of various open sources, listed on page 12. This toolkit has been created for Commerce Court tenants and can also be used by the business community at large as part of a joint effort to reduce, reuse and recycle all year long.



What is Waste Reduction Week?

Waste Reduction Week in Canada is a national environmental campaign that builds awareness around issues of sustainable and responsible consumption, encourages choice for more environmentally responsible products/services, and promotes actions that divert more waste from disposal and conserve natural resources.

For more information visit: <http://wrwcanada.com/en>

At Commerce Court, Waste Reduction Week is celebrated with a unique event that engages and educates our tenants and guests.

Visit: commercecourt.ca/wrw for information on this year's activations.

Activity Ideas: Friendly Competition

1. Waste Trivia

Waste trivia can be hosted in person or online. Test your colleagues' knowledge with fun facts related to waste, while also using this opportunity to educate.

Prizes are recommended for top scoring participants.

See pages 8-9 for trivia content.

2. What Goes Where Game

Collect a variety of recycling and dry trash materials from the office a day or two prior to the game.

Place your paper recycling, can/bottle recycling and garbage bins on a counter in a central location like the kitchen.

Colleagues are then invited to place the material in the right bin for a chance to win a prize. Make it fun by limiting decision time to under a minute.

3. Best Performers: By Floor

For success, first communicate with the property you wish to pursue the challenge. Email ccto-sustainability@quadreal.com.

The number of recycling bags collected before the competition is recorded per floor. This number is compared to the number of bags collected at the end of the competition.

Determining winners:

1. Floor with the most recycling bags.
2. Floor with the most improvement in terms of the number of recycled bags collected at the end of the competition compared to the beginning of the competition.
3. Floor that reduced the total amount of waste (garbage and recycling) over the original count.

Activity Ideas: Gatherings

1. Waste Free Lunch Challenge

Challenge your colleagues to bring a waste free lunch for one day or all week long. Distribute prizes to participants who pledge to eliminate lunch packaging and follow through with their commitment.

2. Lunch & Learn Presentation

Gather fellow employees for a lunch and learn. This can include internal speakers such as green team members, or invite the Commerce Court Sustainability Manager! We are happy to present to our tenants about the importance of waste diversion and answer any questions. Email ccto-sustainability@quadreal.com for more information.

3. Movie Screening

Celebrating Waste Reduction Week can also be as simple as watching a documentary to help engage co-workers about the importance of waste pollution: whether on land or in our oceans, a documentary can help generate discussion and galvanize action.

Did you Know?

An aluminum container can be recycled infinitely? It takes the same amount of energy to make one new can as it does to make 20 recycled cans.

Activity Ideas: Online Engagement

Many of today's organizations have a flexible work option allowing employees to work remotely or use a desk sign-in system, making the office environment more agile.

To engage colleagues in a waste reduction and diversion campaign, transition some of the in-person campaign ideas to the online environment:

1. Online waste trivia can be developed using a survey tool. Participants achieving a perfect or the highest score receive a prize.
2. Online creative ideas competition: challenge your colleagues to come up with a creative solution to a waste issue at home or work. This can include reuse options for office supplies, design ideas for craft projects, etc. Solutions are then circulated among employees and the winner(s) declared based on the number of votes.

Did you know?

Less waste means fewer trucks on the road which leads to reduced air pollution and Greenhouse Gases!

Waste + Recycling Trivia

1. True or False: compostable plates and cutlery can go into the organics bin

Answer: False. Compostable materials made from corn-based and other organic materials cannot be recognized by private or municipal facilities and are therefore thrown in the trash. Compostable materials also vary significantly and may not decompose in all composting facilities.

2. How many tonnes of waste is produced from business and institutional sources in Canada each year?
 - 5 tonnes
 - 12 tonnes
 - 22 tonnes
 - 30 tonnes

Answer: 22 tonnes of waste is produced by business and institutional organizations in Canada

3. Which two greenhouse gases do decomposing garbage produce?
 - Methane and Nitrous
 - Carbon Dioxide and Nitrous
 - Methane and Carbon Dioxide
 - Sulphur Hexafluoride and Carbon Dioxide

Answer: Methane and Carbon Dioxide. Of the two, Methane is 20 times more potent than carbon dioxide. Uncontained landfill gas escapes into the atmosphere and contributes to climate change as well as the formation of noxious smog and pollution.

Waste + Recycling Trivia

3. How much waste does the average Canadian produce every year?

- 10 Kg
- 100 Kg
- 250 Kg
- 1,000 Kg

Answer: The average Canadian produces 1,000 Kg of waste each year!

4. How long does it take a plastic bottle to degrade in a landfill?

- 50 Years
- 100 Years
- 500 Years
- 1,000 Years

Answer: It takes one plastic bottle up to 1,000 years to degrade in a landfill

5. How many tonnes of electronic waste and small appliances can be diverted from Canadian landfills annually by recycling?

- 400 tonnes
- 14,000 tonnes
- 100,000 tonnes
- 140,000 tonnes

Answer: According to Environment Canada 140,000 tonnes of e-waste and home appliances accumulate in Canadian landfills each year.

Want more trivia?
Visit the Living Planet
@ Work for a
complete file. See link
on page 12

Reuse and Recycling Tips

REUSE

- Reduce paper by printing double-sided and only when required
- Eliminate plastic bottles in meetings by serving water using a pitcher and glasses
- Donate your office furniture, binders and other gently used supplies to a charity

REDUCE

- Reduce ink use by selecting draft mode when printing
- Reduce packaging waste by purchasing milk and cream in 1 or 2 litre packages

RECYCLE

- Take advantage of the property's e-waste recycling program. Cell phones, batteries and ink cartridges can be dropped off all year long near the Commerce Court service village. You can also call Tenant Services to have the e-waste picked up from your office
- Collect office supply materials and send to TerraCycle for recycling. To learn more visit: http://www.terracycle.com/en-US/zero_waste_boxes/office-supplies
- Purchase supplies containing recycled content or are made from 100% recycled materials

*** For more tips see Additional Resources on page 11 ***

Additional Resources

- **Commerce Court Sustainability Resources:** commerce-court.com/sustainability/resources/waste-resources
 - [Waste Myth Busters Info Sheet](#)
 - [Waste Reduction and Diversion Tip Sheet](#)
- **Waste Reduction Week in Canada official website:** <http://wrwcanada.com/en>
- **Living Planet @ Work by WWF-Canada:** <http://atwork.wwf.ca/EN/>
- **The Story of Stuff (video)** <http://storyoftuff.org/movies/>

Sources

1. Living Planet @ Work: Waste Trivia. WWF-Canada. Online resource: <http://atwork.wwf.ca/EN/resources/WasteTrivia.cfm>
2. Living Planet @ Work: Waste Reduction Tips. WWF-Canada. Online resource: <http://atwork.wwf.ca/EN/resources/CommonActionstoReduceWorkplaceWaste.cfm>
3. Advanced Disposal: Recycling Facts & Trivia. <http://www.advanceddisposal.com/for-mother-earth/education-zone/recycling-facts-trivia.aspx>
4. United Nations Environment Programme: Towards a Green Economy: Pathways to Sustainable Development and Poverty Eradication (2011) <http://web.unep.org/greeneconomy/resources/green-economy.report>

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