

**Purpose:**

- 1 To demonstrate the City's leadership in environmental sustainability.
- 2 To communicate The City's expectations of employees related to environmentally sustainable practices in the workplace.

**Policy Statement(s):**

- 3 The City:
  - (1) strives to minimize the environmental impact of its infrastructure and practices;
  - (2) employs environmentally conscious operational practices;
  - (3) within budgetary constraints, uses environmentally conscious materials in the construction of new infrastructure and the repair, maintenance, and retrofitting of existing infrastructure; and
  - (4) recognizes when staff contribute to an environmentally sustainable working conditions.
- 4 Cigarette Butt Disposal:
  - (1) All cigarette butts are discarded in ash receptacles or designated disposal units (ashtrays).
  - (2) When ash receptacles or designated disposal units aren't available, cigarette butts are discarded in pocket ashtrays (provided by The City) or other safe disposal units.
- 5 Green Events:
  - (1) City events and City sponsored community events are carried out in an environmentally conscious manner.
  - (2) Green Event planning models best practices in reducing environmental impact, while increasing awareness in the city.
  - (3) All staff planning an event refer to the Green Events Guide and Planning Checklist (available on The Bridge).
    - (a) Event planning conforms to the following:
      - (i) Waste Management:
        - (A) The City, or participants, provide reusable water bottles or drinking containers and no commercially produced individually bottled water is provided.
        - (B) The City's portable water unit is available as a resource in achieving this policy.
        - (C) The City does not permit the use of Styrofoam food or beverage products. This is communicated to all participating vendors.
        - (D) The City purchases food and beverages in amounts suited to the anticipated event need. The City diverts surplus food and beverage products from the waste stream in accordance with current health and safety regulations. Diversion choices may include donation to social service agencies who are willing and able to accept it, consumption by staff or volunteers, or composting/organics recycling.
      - (ii) Green Transportation:
        - (A) The City promotes alternative transportation options.
        - (B) Event sites have access to public transit. Alternative bus stop locations may be required.
        - (C) Bicycle parking and security options are identified.

**6 High Efficiency Light Bulb Standards:****(1) The City:**

- (a) purchases high efficiency lighting fixtures and light bulbs;
- (b) balances consistent quality and efficiency with required functionality; and
- (c) Replaces lighting only if it is:
  - (i) no longer in acceptable working condition, and/or
  - (ii) inadequate for current needs.

**7 Recycled Printer Paper:****(1) The City demonstrates the value of recycling through supporting and using printing paper with post-consumer recycled content.**

- (a) The City uses printing paper with a minimum of 30 per cent post-consumer recycled content for its daily printing needs.
- (b) Where budgetary constraints allow, The City also uses printing paper with a minimum of 30 per cent post-consumer recycled content for its specialty printing needs.
- (c) Consideration is given to increase the capability of using higher percentage post-consumer recycled paper as printer technology evolves.

**8 Refundable Beverage Containers:**

- (1) Non-public staff areas have a mechanism in place to collect refundable beverage containers for environmentally appropriate disposal.
- (2) Employees use the refundable beverage container recycling mechanisms for non-public staff areas.

**Definitions:**

9 Event: An organized interaction designed to gather people together for a specific purpose.

10 Post-Consumer Recycled Paper: Consists of any paper product that has passed through the consumer use and disposal cycle.

11 Printing Paper: Paper used in all printers throughout The City.

12 Refundable Beverage Container: All ready-to-drink beverage containers, on which a deposit was paid at the time of purchase.

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**References/Links:**

- 1 Environmental Master Plan
- 2 Green Events Guide
- 3 Provincial Beverage Container Recycling Regulation

- 4 Special Events Permit
- 5 Waste Management Master Plan
- 6 5303-CA Corporate Procurement
- 7 5303-CP Corporate Procurement
- 8 5331-CA Disposal of Surplus and Unclaimed Items

**Scope/Application:**

- I All City employees

**Authority/Responsibility to Implement:**

- I General Manager of Utilities & Protective Services

**Inquiries/Contact Person:**

- I General Manager of Utilities & Protective Services

**Policy Monitoring and Evaluation:**

- I This policy will be evaluated one year from its approval date and every three years thereafter. Revisions will also be made on an ongoing basis as identified and required.

**Document History:**

<b>Date:</b>	<b>Approved/Reviewed By:</b>	<b>Title:</b>
Approved: March 31, 2016	“Craig Curtis”	City Manager
Revised: July 13, 2020	“Allan Seabrooke”	City Manager
Reviewed: December 18, 2023	“Kristen Walsh”	Manager, Safe and Healthy Communities