*[Date]*

We are excited to announce our complex’s food and yard waste diversion program, which starts on *[Enter date].*

The program will help us keep food and yard waste out of the landfill. It also complies with The City of Calgary’s Waste & Recycling Bylaw that requires onsite diversion of food and yard waste at all multi-family complexes.

**What’s included in our food and yard waste collection:**

Only use certified compostable bags or paper bags for your food and yard waste. To help keep your bins clean and reduce odors, it is recommended to use bags for wet food and yard waste.

**All food (raw and cooked):**

* Plate scrapings
* Fruits and vegetables (including peels, pits and cores)
* Eggshells and dairy products
* Meat, fish, shellfish and bones
* Jams, sauces, salad dressing and cooking oil
* Pastries, cookies, cakes and muffins
* Bread, noodles, rice, bean and grains
* Nuts, seeds, chips, popcorn and candy
* Coffee filters and tea bags
* Food-soiled paper plates and napkins

**Yard waste:**

* Grass clippings
* Leaves
* Branches and prunings (Must 15 cm (six inches) in diameter and1.25 m (four feet) in length)
* Plants and weeds

Download a copy of [The City of Calgary’s Food and Yard Waste brochure here](http://www.calgary.ca/UEP/WRS/Documents/WRS-Documents/Commercial-Food-and-Yard-Waste-Guide.pdf).

**Where to find our food and yard waste area**

The food and yard waste collection area will be located in *[Enter the location(s) where the containers are stored]*

Make sure all material goes inside the food and yard waste bins. Do not leave material outside of the bins.

**How to prepare your food and yard waste**

* Use a countertop compost bin (available from retailers where waste containers are sold), or reuse a small kitchen pail, such as an ice cream pail, to store your food waste until your next trip to the main collection bin. *[If your condo board/property management is providing residents with a kitchen pail, insert information here]*
* Wrap your food scraps before taking them to the bin – this helps reduce potential leaks when taking the material to the main collection container. Only used certified compostable bags or newspaper/flyers for your kitchen pail.
* To manage odours, follow the same practice that you do with your garbage. Some tips to prevent odours include:
  + Wash your food and yard waste storage container on a regular basis.
  + Sprinkle a small amount of baking soda or vinegar in the bottom of your food and yard waste container.
  + Freeze meat and fish waste until your next trip to the bin, especially during warm weather.

**Who collects our food and yard waste**

The City of Calgary will collect our material regularly and will take it to be composted.

**Why is it important to collect food and yard waste?**

Food and yard waste doesn’t turn into soil, compost or anything useful when it’s buried in the landfill because there’s no oxygen. Instead, as it slowly decomposes it releases methane, a harmful greenhouse gas, and leachate, a toxic liquid from garbage which has to be collected and treated to protect the environment. By diverting our food and yard waste, we will reduce our dependence on landfills, minimize the harmful environmental effects of food and yard waste in landfills, and produce useful new resources such as compost.

**How to get rid of other common items**

Items such as furniture, electronics, motor oil or household chemicals are not accepted in our garbage, recycling or food and yard waste. *[Add additional information about how you want your residents to handle these materials)*

**Thank you**

Thank you for doing your part to ensure our food and yard waste composting program is a success.

If you have any questions, please contact *[contact name, number or email].*

Sincerely,

*[Name, title/business/organization]*