



Waste diversion for community associations and not-for-profit organizations

As of **November 1, 2017**, all businesses and organizations, including community associations and not-for-profit organizations, are required to separate food and yard waste from the garbage for composting or diversion.

Since **November 1, 2016**, businesses and organizations are required to recycle the same materials we do at home, plus materials specific to commercial waste such as scrap metal, clear plastic film and raw and unprocessed wood.

Here's what you should know and how to comply with the bylaw requirements:

You will need to do the following in order to comply with the bylaw:

- Collect and store food and yard waste separate from garbage or recyclables.
- Collect and store recyclable materials separate from garbage or recyclables..
- Ensure the separated food and yard waste is taken for composting or another means of diversion.
- Ensure the recyclable materials are taken to a recycling facility.
- Post clear signage on collection containers showing what goes in each bin.
- Provide information to renters and other occupants and annual reminders to existing occupants, including:
 - What food and yard waste materials and recyclables can be collected, and
 - How to prepare and sort food and yard waste materials and recyclables.

Not-for-profit organizations that lease commercial space can expect their landlord to provide recycling and food and yard waste diversion programs. If your organization leases commercial space, check with your landlord to see if they already have a plan in place to implement these programs. You may also check your lease agreement to clarify responsibilities for waste diversion programs.

If your organization does not have a food and yard waste and/or recycling program after the above dates, our first step will be to work with you to help you become bylaw compliant. If there is still no compliance, your building owner(s) will be subject to a fine.

Renting your facility

You can encourage waste diversion among groups who rent your facility by including a clause in your rental contract requiring your renter(s) to participate in your recycling and food and yard waste programs. Be sure to provide them with information about your recycling and food and yard waste programs each time a contract is signed. Ensure that there is an adequate number of recycling and food and yard waste bins and clear signage on the bins – this will help renters divert more waste while using your facility.



Choose a collection option

You have the flexibility to hire the food and yard waste and recycling collection company of your choice and negotiate costs directly with them. Here are your options:

1. Talk to your existing collection company to find out if they offer recycling and/or food and yard waste collection, so you can expand your level of service.
2. Hire a new hauler to collect your recycling and food and yard waste material. More information about finding a new hauler, along with questions to ask, is available in the Education and Resources section of calgary.ca/businessrecycling.
3. If you already have City of Calgary collection service or are interested in learning more about The City’s commercial waste, recycling and composting services, visit calgary.ca/commercial or contact 311 for more details.

For recyclable materials, you also have the option to take your recyclables to a Community Recycling Depot yourself. Visit calgary.ca/recycledepot for a list of locations.

Make sure you accept the right materials

The following items must be collected and stored separately from the other waste for composting or recycling:

Food & Yard Waste	Recycling
All food waste (raw and cooked) <ul style="list-style-type: none"> • Fruits and vegetables • Meat and bones • Bread and grain products • Dairy products Food soiled paper <ul style="list-style-type: none"> • Paper plates • Paper towels • Napkins • Coffee filters and tea bags Yard waste Fats, cooking oils and grease	Paper and cardboard Plastic containers with recycling symbols 1-7, except polystyrene foam Food cans and foil Glass jars and bottles Refundable beverage containers Clear plastic film (e.g. shrink wrap) Scrap metal* Untreated wood*

*These materials may not be common at your community association.



Tips for reducing your waste disposal costs

Here are some tips to help ensure your waste diversion programs are used to their full potential:

Maximize your recycling and food and yard waste programs and reduce garbage pickups

By collecting food and yard waste and recyclables as much as you can, you may be able to reduce the size of your garbage bin or the number of garbage pickups required.

To find out if you could be diverting more waste, visit calgary.ca/businessrecycling for resources, including a do-it-yourself waste audit kit.

Ensure your recycling, food and yard waste and garbage bins are the right size

The pickup cost is typically based on the size of the bin, not how full the bin is. Keep an eye on how full your bins are just before they are picked up, to ensure the bins are the appropriate size for the amount of material you produce. To help you gauge if your bins are the appropriate size, check out our [Right Sizing Tip Sheet](#).

Lock your bins

Check with your collection company about the types of bins available, including those with lids and locks to ensure that your bin can't be used or contaminated by others.

Help is available

The City is here to support your community association or not-for-profit organization in getting your food and yard waste and/or recycling program in place. Resources are available online at calgary.ca/businessrecycling to help you understand the bylaw and implement your waste diversion program.

You can also get professional advice from City staff to help start or improve your waste diversion programs. Contact 311 and reference business recycling to discuss how we can help.