
Solid Waste Management Policy

Royal Centre
1055 West Georgia Street

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1. Scope

Warrington PCI Management has created this solid waste management policy to reduce the amount of waste and toxins hauled to and disposed of in landfills or incineration facilities. This Policy has been written to meet the requirements of LEED® Canada EB:O&M Credit MRp2 – Solid Waste Management, should the property intend to pursue LEED certification.

All practices shall comply with applicable local regulatory requirements.

This Solid Waste Management Policy applies to all waste leaving Royal Centre. The following boundaries apply to this Policy:

Physical Boundaries: Royal Centre's exterior, site, and building hardscape features.

Programmatic Boundaries: This Policy affects all waste generated at Royal Centre and will affect maintenance staff and all building occupants.

This policy will be consulted prior to arranging for waste disposal for following:

Ongoing consumables waste

Including paper, toner cartridges, glass, plastics, cardboard, corrugated cardboard, food waste, and metals—should be reused, recycled, or composted when possible. Materials that may be considered either ongoing consumables or durable goods can be counted under either category provided consistency is maintained, with no contradictions, exclusions or double-counting.

Portable dry-cell batteries

Including single use and rechargeable batteries used in radios, phones, cameras, computers, and other devices or equipment should be recycled to the maximum extent possible.

Durable Goods

Including office equipment, such as computers, monitors, copiers, fax machines, printers, and scanners; appliances such as refrigerators, dishwashers, and water coolers; external power adapters, televisions, and other audiovisual equipment. Materials that may be considered either ongoing consumables or durable goods can be counted under either category provided consistency is maintained, with no contradictions, exclusions or double-counting.

Warrington PCI Management acknowledges that many durable goods such as electronic devices and appliances contain hazardous and toxic materials that must be kept out of the waste stream. To manage and control the disposal of these products and materials, Warrington PCI Management shall provide storage and disposal services for non-functioning products containing toxic or hazardous materials. Warrington PCI Management shall contract hauling



companies to dispose of toxic and hazardous materials according to applicable laws and regulations.

Facility Alterations/Additions

Including base building elements permanently or semi-permanently attached to the building itself that enter the waste stream during facility renovations, demolitions, refits, and new construction additions. Wall studs, insulation, doors, windows, panels, drywall, trim, ceiling panels, carpet, flooring material, adhesives, sealants, paints, and coatings are all considered part of this group. Mechanical, electrical, plumbing, furniture, fixtures, and equipment are excluded.

Mercury Containing Lamps

Including all mercury containing discarded fluorescent lamps used in the building (which are under Warrington PCI Management’s control). Warrington PCI Management shall secure a contract with a waste hauler to remove mercury containing lamps.

2. Goals

The goals of this solid waste management policy include reducing the overall amount of waste generation and diverting the amount of waste generated for categories outlined in the table below:

Category	Goal	Performance measurement unit
Ongoing consumables waste	50% diverted from landfill	weight
Durable goods waste	75% diverted from landfill	weight
Waste from facility alterations and additions	70% diverted from landfill	weight
Batteries	80% collected and recycled	weight
Mercury containing lamps	100% collected and recycled	weight
Products containing toxic materials	100% diverted from landfill	weight

3. Resources for Implementation: Procedures, Strategies & Performance Measurement

Warrington PCI Management shall ensure that all provincial and federal waste requirements are met at Royal Centre. Currently, regular waste pick-up is performed by Cascades.

Warrington PCI Management, with the assistance of the waste vendor shall evaluate all building and site waste streams on a quarterly basis. An annual waste audit shall be completed at the

site to collect and analyze information about the amounts and types of waste generated by the facility.

Baselines and targets shall be set for each waste stream and methods to reduce waste streams shall be developed. Designated areas for recycling bins and receptacles shall be put in place where needed to encourage waste diversion.

Source reduction shall be a priority of Warrington PCI Management through the implementation of improved sourcing and utilization practices. Occupant education shall be conducted to encourage reuse and recycling of eligible products.

All lamps are to be recycled and all used/burnt out mercury containing lamps are stored in designated bins on-site. Warrington PCI Management shall ensure all staff and contractors are aware of lamp handling and disposal protocols. Refer to MRc4 for protocol details. A waste vendor shall be selected that will properly recycles lamps while also meeting pricing and service criteria.

Warrington PCI Management shall implement protocols for the safe handling and storage of e-waste. Currently, all e-waste is weighed and stored in designated bins on-site and collected monthly by Cascades.

Overall weight or volume of waste and recycled materials generated shall be tracked and reviewed on a monthly basis based on diversion reports from the waste hauler. All other waste streams must be recorded and reviewed on a monthly or quarterly basis depending on collection times. Diversion rates shall be calculated based on the weight/volume of applicable goods and materials diverted from landfills and incineration. Rates will be tracked and reviewed on a monthly basis based on diversion reports from the waste hauler.

Warrington PCI will integrate facilities alternations and addition measures into all contracts and construction documents, requiring contractors and sub-trades to adhere to the policy. Contracts should include stipulations for accountability and incentives to meet waste reduction goals, specifying at least 70% waste diversion through recycling and/or reuse.

The alterations and additions that are governed by this plan:

- Affect usable space in the building.
- Include construction activity by more than one trade specialty.
- Make substantial changes to at least one entire room in the building.
- Require isolation of the work site from regular building occupants for the duration of construction.
- Increase the total building floor area by at least 5% (for additions).

Materials considered fixtures, furniture and equipment (FF&E) are not considered base building elements and are excluded from this policy. Mechanical, electrical and plumbing components and specialty items such as elevators are also excluded from this policy.

Warrington PCI Management will employ waste reduction/diversion measures for all facility alterations and additions occurring at the property, and will strongly encourage all tenants to follow this policy. This applies to elements that enter the waste stream during facility renovations, demolitions, refits and new construction additions.

The forms provided in Appendix C must be used during facilities alterations/additions projects to document waste diversion activities.

PERFORMANCE MEASUREMENT: Warrington PCI Management and its contractors and vendors shall meet the targets outlined in this policy and recordkeeping solid waste collection and diversion. Waste vendors shall provide monthly diversion reports to Warrington PCI Management for review.

4. Responsible Party

Teams and individuals involved in activities pertaining to the Plan include the following:

Name / Position	Responsibilities
David Basford Property Manager Warrington PCI Management Tel: 604-602-4800 Email: dbasford@warringtonpci.com	Adopt / enforce the policy; ensure that all waste regulations are being followed; and work with waste vendors to improve rates.
Rachel Lee Environmental Coordinator, SMMG Cascades Recovery Tel: 604-327-5272 Ext:66104 Email: rachel_lee@cascades.com	Provide monthly diversion reports; conduct annual waste audits; and provide feedback on waste reduction strategies.

5. Time Period

This plan has been developed for the Warrington PCI Management portfolio as a part of the corporate sustainable effort and shall be reviewed annually.

This policy will be in effect for the duration of building operations until amended and/or replaced by a subsequent solid waste management policy.

6. Quality Assurance/Quality Control Processes

Warrington PCI Management will evaluate the waste activity on a quarterly basis to evaluate progress towards the implementation goals. If any waste is not being recorded properly, Warrington PCI Management will inform the appropriate individuals to ensure that activities are recorded moving forward. If any implementation goals are not being met, Warrington PCI Management will investigate the situation and will work with the building occupants disposing of waste to resolve the issue. Warrington PCI Management will evaluate whether updates are necessary to the policy or the waste processes in order to achieve the implementation goals.