

**REPORT TO:** Public Works Committee  
**SUBJECT:** Special Events Organics Program – Cost Recovery Fee

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### RECOMMENDATION

That staff **BE AUTHORIZED** to implement a cost recovery based fee of \$52 per event for the Special Events Recycling Organics Program, to be charged to the participating community group when organic carts are not utilized or are contaminated with garbage.

### PURPOSE

The purpose of this report is to respond to the following request made at the February 24, 2014 Waste Management Planning Steering Committee (WMPSC) meeting for an amendment to report WMPSC-C 4-2014, respecting the Special Events Organics Program:

- That staff implement a cost recovery based fee for the Special Events Recycling Organics Program, to be charged to the participating community group when organic carts are not utilized or are contaminated with garbage; and
- That staff subsequently advise WMPSC regarding the proposed amount for the cost recovery base fee.

### BUSINESS IMPLICATIONS

Beginning in 2014, upon approval, a fee of \$52 per event will be charged to recover costs when a community group does not return any organic material in the carts provided; or when only contaminated material is returned in some or all of the carts.

This 'per event' fee amount is subject to HST and has been determined to be in alignment with the cost allocation model identified in report CSD 118-2013. The fee includes cost recovery of staff time, transportation, collection contractor costs, invoice processing/collection costs and promotional materials. This fee will be administered through a signed agreement by participating parties and not managed through the user fee by-law.

### REPORT

The Special Events Recycling (SER) Organics Program is a Regional program offered to public community events and festivals. This service is provided at no charge to eligible community events and festivals regardless of size or budget. The objective of the free program is two-fold: to promote waste diversion practices to residents in a public



environment, which will encourage similar behaviour within their personal residences, and to divert event organic material from disposal.

The SER Organics Program was initiated as a pilot program in 2013. In an effort to reduce the chances of contamination, the Region requires that the event provide volunteers to staff the recycling stations to reduce cross contamination and to prevent the disposal of recyclable or compostable waste in garbage receptacles. Niagara Region staff coordinates the delivery of the containers with the event and with the collection contractor; as well as in the provision of the training to event volunteers. If no organic materials are collected at the events, or if the material is severely contaminated, then the objectives of the Special Events Organics Program have not been met and staff time has been spent with little to no return.

For events that have returned contaminated organic material, or have not returned any organic material at all, a cost recovery fee is recommended. The fee, which will recover staff time and other direct costs, will also act as a deterrent for contamination as well as an incentive for the event to take ownership over the cleanliness of the material.

The administration of this fee will be undertaken in the same manner as the fee currently associated with the Special Events Recycling Program, whereby participating events will sign an agreement in advance of receiving the Regional services associated with the SER Organics Program.

#### **Waste Management Planning Steering Committee (WPMSC)**

At the April 14, 2014 meeting, WPMSC members received the Special Events Organics Program Cost Recovery memorandum, as amended, and requested that the cost of invoice processing and collection also be included. As a result, the cost recovery fee was changed from \$42 to \$52 per event.

#### **REPORTS PERTINENT TO THIS MATTER (available electronically)**

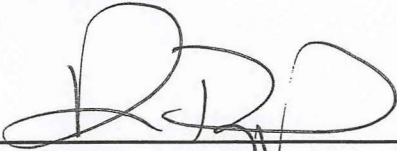
February 24, 2014 – Waste Management Planning Steering Committee – Special Events Organics Program, WPMSC-C-4-2014

April 1, 2014 – Public Works Committee - Special Events Organics Program, PW 45-2014

April 14, 2014 – Waste Management Planning Steering Committee – Special Events Organics Program – Cost Recovery, WPMSC-C-17-2014

CSD 118-2013 – 2014 Fees and Charges, December 4, 2013

**Submitted by:**



Ron Tripp, P. Eng.  
Commissioner of Public Works

**Approved by:**



Harry Schlange  
Chief Administrative Officer

*This report was prepared by Lucy McGovern, Waste Management Program Manager and reviewed by Melanie Steele, Manager, Program Financial Support; and Catherine Habermebl, Acting Director, Waste Management Services.*