

MEMO / NOTE DE SERVICE



To / Destinataire	Employees at City Hall	File/N° de fichier:
From / Expéditeur	Councillor Maria McRae, Environment Committee Chair Larry O'Keefe General Manager of Public Works	
Subject / Objet	Zero Waste at City Hall	Date: December 20, 2012

Dear Colleagues:

Beginning in January 2013, Public Works staff will phase in an important change to the way waste is collected at City Hall. Individual garbage bins are being removed from all employee workstations at 110 Laurier Avenue West, including all Elected Officials' offices. You can dispose of organics, recyclables and garbage in large blue, black, organics and garbage receptacles in the centralized kitchen areas. Individual blue bins will remain at individual workstations for paper. The objective of this change is to encourage us to improve our waste diversion.

This is one of many projects that the City is implementing at City facilities in an effort to increase diversion rates.

If you have any questions regarding this initiative, please feel free to contact Kelly Amon, Area Manager, Special Operations, at extension 33301.

We greatly appreciate your help in doing your part to help increase diversion and to keep unnecessary items out of our landfill. Best wishes for a Merry Christmas and Happy Holidays. All the best in 2013.

Yours sincerely,

Original signed by

Councillor Maria McRae
Environment Committee Chair

Original signed by

Larry O'Keefe
General Manager of Public Works

cc: Executive Committee
Senior Management Committee
Lisa Allaire, Chief, Corporate Communications
Parks, Buildings and Grounds Branch Management Team