

APPENDIX D: REPORT OF A WASTE REDUCTION WORK PLAN

Ministry of the Environment, Conservation and Parks
 Report of a Waste Reduction Work Plan
 Industrial, Commercial and Institutional Establishments
 As required by Ontario Regulation 102/94

I. General Information

Name of Owner and/or Operator of Entity(ies) and Company Name:			
150 King Street West care of Bentall Kennedy			
Name of Contact Person:	Telephone Number:	Email Address:	
Josephine Cho	416-205-4713	jcho@bentallkenedy.com	
Street Address of Entity(ies):			
150 King Street West			
Municipality:			
Toronto, Ontario			
Type of Entity:			
Retail Shopping Establishment		Hotel and Motel	
Retail Shopping Complex		Hospital	
Office Building	X	Educational Institution	
Restaurant		Large Manufacturing Establishment	

II. Description of Entity

Provide a brief overview of the entity(ies):
<p>150 King Street West is a 28-storey tower in downtown Toronto that is managed by Bentall Kennedy. The total size of the building is 554,572 ft², of which 530,000 ft² is dedicated for premier office space and 20,000 ft² is dedicated to retail space. The building is connected to the PATH and has achieved BOMA BEST Gold certification and LEED Gold certification.</p>

III. Plans to Reduce, Reuse and Recycle Waste

For each category of waste described in Part V of "Report of a Waste Audit" (on which this plan is based), explain what your plans are to reduce, reuse, and recycle the waste, including: 1) how the waste will be source separated at the establishment, and 2) the programs to reduce, reuse, and recycle all source separated waste.	
Polyethylene Terephthalate (PET #1)	Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream Customers and employees will be encouraged to use recycling bins to source separate PET (#1). Bins have been provided in public spaces for customers, as well as in offices and staff areas for employees.
High-Density Polyethylene (HDPE #2)	Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream Customers and employees will be encouraged to use recycling bins to source separate HDPE (#2). Bins have been provided in public spaces for customers, as well as in offices and staff areas for employees.
Low-Density Polyethylene (LDPE #4)	Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream Customers and employees will be encouraged to use recycling bins to source separate LDPE (#4). Bins have been provided in public spaces for customers, as well as in offices and staff areas for employees.
Polypropylene (PP #5)	Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream Customers and employees will be encouraged to use recycling bins to source separate PP (#5). Bins have been provided in public spaces for customers, as well as in offices and staff areas for employees.
Condensed Polystyrene (PS-C #6)	Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream Customers and employees will be encouraged to use recycling bins to source separate PS-C (#6). Bins have been provided in public spaces for customers, as well as in offices and staff areas for employees.
Expanded Polystyrene (PS-E #6)	No plans to reduce, reuse, or recycle PS-E (#6).
Other Plastic (P #7)	No plans to reduce, reuse, or recycle P (#7).
Black Plastic	No plans to reduce, reuse, or recycle black plastic.
Aluminum Food and Beverage Cans	Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream Customers and employees will be encouraged to use recycling bins to source separate aluminum. Bins have been provided in public spaces for customers, as well as in offices and staff areas for employees.

<p>Steel Food and Beverage Cans</p>	<p>Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream Customers and employees will be encouraged to use recycling bins to source separate steel. Bins have been provided in public spaces for customers, as well as in offices and staff areas for employees.</p>
<p>Glass Bottles & Jars for Food & Beverage</p>	<p>Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream Customers and employees will be encouraged to use recycling bins to source separate glass. Bins have been provided in public spaces for customers, as well as in offices and staff areas for employees.</p>
<p>Gable Top Containers</p>	<p>Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream Customers and employees will be encouraged to use recycling bins to source separate gable top containers. Bins have been provided in public spaces for customers, as well as in offices and staff areas for employees.</p>
<p>Tetra Pak Containers</p>	<p>Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream Customers and employees will be encouraged to use recycling bins to source separate Tetra Pak containers. Bins have been provided in public spaces for customers, as well as in offices and staff areas for employees.</p>
<p>Cardboard (Corrugated)</p>	<p>Reduce: No plans Reuse: No plans Recycle: Cardboard recycling stream Customers and employees will be encouraged to use recycling bins to source separate cardboard. Bins have been provided in public spaces for customers, as well as in offices and staff areas for employees.</p>
<p>Boxboard</p>	<p>Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream Customers and employees will be encouraged to use recycling bins to source separate boxboard. Bins have been provided in public spaces for customers, as well as in offices and staff areas for employees.</p>
<p>Mixed Paper (Fine Paper & Newsprint)</p>	<p>Reduce: No plans Reuse: No plans Recycle: Mixed recycling stream Customers and employees will be encouraged to use recycling bins to source separate paper. Bins have been provided in public spaces for customers, as well as in offices and staff areas for employees.</p>

Non-Compostable Paper Towel	No plans to reduce, reuse, or recycle non-compostable paper towel.
Compostable Paper Towel	Reduce: No plans Reuse: No plans Recycle: Composting stream Customers and employees will be encouraged to use composting bins to source separate compostable paper towel. Bins have been provided in public spaces for customers, as well as in offices and staff areas for employees.
Solid Food Waste	Reduce: No plans Reuse: No plans Recycle: Composting stream Customers and employees will be encouraged to use composting bins to source separate solid food waste. Bins have been provided in public spaces for customers, as well as in offices and staff areas for employees.
Liquid Food Waste	No plans to reduce, reuse, or recycle liquid food waste.
Yard Waste	Reduce: No plans Reuse: No plans Recycle: Composting stream Customers and employees will be encouraged to use composting bins to source separate yard waste. Bins have been provided in public spaces for customers, as well as in offices and staff areas for employees.
Compostable Food Packaging	Reduce: No plans Reuse: No plans Recycle: Composting stream Customers and employees will be encouraged to use composting bins to source separate compostable food packaging. Bins have been provided in public spaces for customers, as well as in offices and staff areas for employees.
Wood	Reduce: No plans Reuse: No plans Recycle: Composting stream Customers and employees will be encouraged to use composting bins to source separate wood. Bins have been provided in public spaces for customers, as well as in offices and staff areas for employees.
Disposable Food Packaging	No plans to reduce, reuse, or recycle disposable food packaging.
Coffee Cups	No plans to reduce, reuse, or recycle coffee cups.
Coffee Pods	No plans to reduce, reuse, or recycle coffee pods.
Clothing and Textiles	Reduce: No plans Reuse: Annual Clothing Drive Recycle: No plans Customers and employees will be encouraged to participate in the annual clothing drive. Bins have been provided in staff areas for employees.
Nitrile Gloves	No plans to reduce, reuse, or recycle nitrile gloves.
Electronic Waste	Reduce: No plans Reuse: No plans Recycle: E-waste recycling stream

	Customers and employees will be encouraged to use recycling bins to source separate e-waste. Bins have been provided in staff areas for employees.
Light Bulbs	Reduce: No plans Reuse: No plans Recycle: Light bulb recycling stream Customers and employees will be encouraged to use recycling bins to source separate light bulbs. Bins have been provided in staff areas for employees.
Pens	No plans to reduce, reuse, or recycle pens.
Mail Packaging	No plans to reduce, reuse, or recycle mail packaging.
Illegal Dumping	No plans to reduce, reuse, or recycle illegal dumping.
Miscellaneous Items	No plans to reduce, reuse, or recycle miscellaneous items.

IV. Responsibility for Implementing the Waste Reduction Work Plan

Identify who is responsible for implementing the Waste Reduction Work Plan at your entity(ies). If more than one person is responsible for implementation, identify each person who is responsible and indicate the part of the Waste Reduction Work Plan that each person is responsible for implementing.		
Name of Person:	Responsibility:	Telephone Number:
Josephine Cho	3-R Programs	jcho@bentallkenedy.com

V. Timetable for Implementing Waste Reduction Work Plan

Provide a timetable indicating when each source separation and 3Rs program of the Waste Reduction Work Plan will be implemented.	
Source Separation and 3Rs Program:	Schedule for Completion:
Investigate Reducing Paper Towel Generation at the Building	2019

VI. Communication to Staff, Customers, Guests, and Visitors

Explain how the Waste Reduction Work Plan will be communicated to employees, customers, tenants, guests/visitors and students:
The waste reduction work plan will be posted for tenants and staff to review. Tenants and staff will be briefed on new changes to diversion programs.

VII. Estimated Waste Produced by Material Type and the Projected Amount

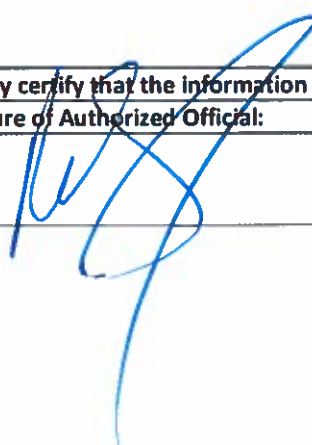
Material Categories (as stated in Part III)	Estimated Annual Waste Produced* (kgs)	Name of Proposed 3Rs Program (as stated in Part III)	Projections to Reduce, Reuse or Recycle Waste (kgs)			Estimated Annual Amount to be Diverted** (%)
			Reduce	Reuse	Recycle	
Polyethylene Terephthalate (PET #1)	1,878.67	Mixed Recycling Stream			537.50	28.61%
High-Density Polyethylene (HDPE #2)	2,567.50	Mixed Recycling Stream			1,110.00	43.23%
Low-Density Polyethylene (LDPE #4)	1,704.85	Mixed Recycling Stream			87.50	5.13%
Polypropylene (PP #5)	878.34	Mixed Recycling Stream			65.00	7.40%
Condensed Polystyrene (PS-C #6)	577.50	Mixed Recycling Stream			50.00	8.66%
Expanded Polystyrene (PS-E #6)	184.94	Mixed Waste Stream			0.00	0.00%
Other Plastic (#7)	1,157.35	Mixed Waste Stream			0.00	0.00%
Black Plastic	911.20	Mixed Waste Stream			0.00	0.00%
Aluminum Food and Beverage Cans	784.97	Mixed Recycling Stream			282.50	35.99%
Steel Food and Beverage Cans	1,210.00	Mixed Recycling Stream			537.50	44.42%
Glass Bottles & Jars for Food & Beverage	12,657.50	Mixed Recycling Stream			10,130.00	80.03%
Gable Top Containers	325.00	Mixed Recycling Stream			157.50	48.46%
Tetra Pak Containers	152.50	Mixed Recycling Stream			45.00	29.51%
Cardboard (Corrugated)	29,413.50	Cardboard Recycling Stream			28,971.00	98.50%

Boxboard	1,392.50	Mixed Recycling Stream			827.50	59.43%
Mixed Paper (Fine Paper & Newsprint)	26,257.50	Mixed Recycling Stream			24,297.50	92.54%
Non-Compostable Paper Towel	16,975.00	Mixed Waste Stream			0.00	0.00%
Compostable Paper Towel	5,325.29	Composting Stream			77.79	1.46%
Solid Food Waste	194,939.72	Composting Stream			132,389.72	67.91%
Liquid Food Waste	11,095.00	Liquid Waste Stream			0.00	0.00%
Yard Waste	75.00	Composting Stream			0.00	0.00%
Compostable Food Packaging	1,497.32	Composting Stream			14.82	0.99%
Wood	91.23	Composting Stream			1.23	1.35%
Disposable Food Packaging	8,554.66	Mixed Waste Stream			0.00	0.00%
Coffee Cups	2,457.44	Mixed Waste Stream			0.00	0.00%
Coffee Pods	1,294.02	Mixed Waste Stream			0.00	0.00%
Clothing and Textiles	895.00	Mixed Waste Stream	80.00		0.00	8.94%
Nitrile Gloves	110.00	Mixed Waste Stream			0.00	0.00%
Electronic Waste	2,887.50	E-Waste Recycling Stream			2,640.00	91.43%
Light Bulbs	840.00	Light Bulb Recycling Stream			840.00	100.00%
Pens	20.00	Mixed Waste Stream			0.00	0.00%
Mail Packaging	30.00	Mixed Waste Stream			0.00	0.00%

Illegal Dumping	1,200.00	Mixed Waste Stream			0.00	0.00%
Miscellaneous Items	265.00	Mixed Waste Stream			0.00	0.00%

* Estimated Waste Produced = Waste Diverted (3Rs) + Waste Disposed

** Estimated Waste Diversion Rate = Amount of Waste Diverted (3Rs) / Estimated Waste Produced x 100%

I hereby certify that the information provided in this Waste Reduction Work Plan is complete and correct.		
Signature of Authorized Official:	Title:	Date:
	Marcie Sherwood General Manager	Aug 20 / 2019