

CITY OF WHITEHORSE

COUNCIL POLICY

POLICY: **DIVERSION CREDITS**

PURPOSE: To offer Whitehorse recycling organizations financial credit for solid waste diversion from the City landfill through recycling efforts. The objective is to encourage recycling activities in Whitehorse to extend the life of the landfill.

AUTHORITY: Council Resolution 2015-10-04 dated May 11, 2015

SOLID WASTE DIVERSION CREDIT POLICY

Definitions

"CONTRIBUTIONS FROM OTHER SOURCES" means all income for the year from other sources to fund recycling, including but not limited to diversion credits, service contracts, grants, handling fees, tipping fees and sale of commodities.

"COUNCIL" means the duly elected Council of the City of Whitehorse.

"DIVERSION CREDIT" means the financial credit provided to a recycling organization for diversion of solid waste from the City of Whitehorse landfill.

"ENVIRONMENTAL COORDINATOR" means the City of Whitehorse Environmental Coordinator or designate.

"RECYCLABLE MATERIAL" means material that is collected at a recycling depot for the purposes of transporting and processing those materials for the subsequent use in the manufacture of new materials and includes without limitation, paper, boxboard, corrugated cardboard, newsprint, magazines, flyers, aluminium, tin, glass, soft and hard plastic, e-waste and fabric. Other materials will be considered on a case by case basis.

"RECYCLING DEPOT" means an area recognised by the Environmental Coordinator for the organized collection of recyclable material.

"RECYCLING ORGANIZATION" means a private company or non-profit organization engaged in Whitehorse in the operation of a recycling depot and the collection, processing and transport of recyclable materials to an appropriate facility.

Eligible Recipients

1. Recycling organizations located within the City of Whitehorse, and
2. Recycling organizations in financial good standing with the City of Whitehorse (do not have overdue money owed to the City of Whitehorse).

Diversion Credit Terms of Reference

3. The diversion credit will be based on the amount of recyclable material diverted from the landfill at the Whitehorse Waste Management Facility to recycling. The maximum diversion credit will be \$75 per tonne.
4. Diversion credit payments shall be based on eligible materials diverted in the current quarter. Annual quarters are as follows:
 - (1) First Quarter January 1 to March 31
 - (2) Second Quarter April 1 to June 30
 - (3) Third Quarter July 1 to September 30
 - (4) Fourth Quarter October 1 to December 31
5. Diversion credit payments shall not exceed 20% of the annual budget for each of the first, second, and third quarters. The remaining funds shall be allocated to the fourth quarter.
6. Recycling organizations shall be eligible for a diversion credit for every tonne of eligible recyclable materials collected at a Whitehorse recycling depot, processed, transported and accepted at an appropriate recycling facility.
7. Recyclable materials included in the Yukon beverage container deposit-refund program and other Yukon stewardship or extended producer responsibility programs, or other government funded programs or initiatives (excluding diversion credits) that cover the costs of processing and/or shipping recyclable materials, are not eligible for a diversion credit.
8. Recyclable materials known to be collected or that originate outside of Whitehorse are not eligible for diversion credits.
9. Recycling organizations are only eligible to receive diversion credit payments for quarters in which they submit an application to the City for diversion credits.
10. Funding for the solid waste diversion credits shall be established annually.
11. Recycling organizations must report on all materials recycled from the facility in addition to those materials for which they are requesting a diversion credit. This is required to comply with national reporting requirements.

Application Procedure

12. The availability of the diversion credit shall be advertised on the City website and City Page and a letter sent to current recycling organizations. An electronic application form will be made available.
13. The application deadline for each quarter is 30 days following the final day of the quarter (April 30, July 30, October 30) with the exception of the fourth quarter which has a deadline of January 15. Applications may only be submitted for recyclable materials collected, processed and transported to a recycling facility during the current quarter.

14. If the total diversion credit requested in the first, second or third quarters does not reach 20% of the annual budget, any remaining funds will be added to the amount allocated for the fourth quarter.
15. If total diversion credits requested in the first, second or third quarters exceed 20% of the annual budget, the diversion credit payments for that quarter for each recycling organization will be determined on a pro-rated basis according to the amount of verified recyclable materials each organization has collected, processed and transported to an approved processing facility in that quarter.
16. The fourth quarter shall be used to reconcile diversion credits for the full year. Unfunded tonnes of eligible recycling from the first, second and third quarters of the current year shall be included in each organization's application in the fourth quarter.
17. If eligible tonnes of recycling meet or exceed 70% of the total diversion credit fund for a given year, then any remaining funds will be allocated in the final quarter to applicants based on their proportional percentage of the entire year's applications. In this case, the dollars per tonne will be dependent on the number of applicants, the eligible tonnes, and the remaining dollars.
18. If eligible tonnes of recycling are 69.9% or less of the diversion credit fund for a given year, then any remaining funds will remain in the Environmental Protection Reserve. In this case, remaining funds will be used to support other waste diversion activities.
19. Organizations applying for a diversion credit shall complete the application form provided by the City's Environmental Sustainability Department. Organizations shall be contacted by the Environmental Coordinator to provide missing information.
20. Should an applicant wish to withdraw or cancel their application, a written request shall be submitted to the Environmental Coordinator.
21. Diversion credit payments will be issued electronically.

Assessment Procedure

22. The Environmental Coordinator will review all applications for accuracy and compliance to this policy. All documentation verifying the receipt of recyclable material at an appropriate processing facility will be reviewed in person by the Environmental Coordinator.
23. The City may request applicants to make a presentation on their programs.
24. The eligible tonnage or recyclable materials from all applications will be used to pro-rate (when necessary) the diversion credit payable to each organization.

Assessment Criteria

25. Applications will be assessed using the following criteria:

- (1) The applicant is a recycling organization in Whitehorse.
- (2) The applicant is able to verify the amount of recyclable material that has been diverted from the City of Whitehorse landfill to an appropriate processing facility for all materials, including those eligible for the diversion credit and those that are not.
- (3) The application is accurate, concise, professional and complete.

General

26. Successful applicants will be made aware of the terms and conditions of this policy and must acknowledge acceptance of the same and any other conditions that the City may specify.

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