

PARKS WASTE & RECYCLING MANAGEMENT

Date Issued: January 7, 2019

Mandated by: Administration

Current Revision: January 7, 2019

Cross Reference:

- Parks Waste & Recycling Management Procedure GEN-038-A

Next Review: January 30, 2021

Responsibility: Director, Public Works

1. PURPOSE

To maintain aesthetically pleasing parks and open spaces within the City by reducing and controlling unwanted litter through the utilization of a waste and Recycling Management Program.

2. POLICY

- 2.1) The City will endeavor, as financial resources allow, to increase the community's experience within the City's parks and open spaces by reducing and controlling unwanted litter.
- 2.2) The City will strive to reduce litter by providing parks and open spaces with an appropriate number of waste and recycling receptacles and by providing pet waste bags to trail and dog park users.
- 2.3) The City will strive to control litter by providing regular service and maintenance to all City-owned and maintained receptacles and dispensers.

3. DEFINITIONS

- 3.1) *City* – The City of Fort Saskatchewan.
- 3.2) *Cigarette Butt Recycling Receptacle* – A container that is easily identifiable to the general public used for the purposes of containing cigarette butts, until they can be taken to an authorized recycling facility. Examples include, but are not limited to, Smoker's Poles, Butt Stops and ashtrays within waste receptacles.
- 3.3) *Pet Waste Bag Dispenser* – A dispenser that distributes pet waste bags, encouraging citizens to pick up their pet's waste, while using parks, trails and open spaces within the City.

- 3.4) *Recycling Receptacle* – A container that is easily identifiable to the general public used for the purposes of collecting and storing recyclable drinking containers, until they can be taken to an authorized recycling center.
- 3.5) *Waste Receptacle* – A container that is easily identifiable to the general public used for the purposes of collecting unwanted trash and storing it in a manner that does not cause a nuisance to public or disturbance to wildlife, until it can be disposed of accordingly.

4. EXCEPTIONS

- 4.1) All non-City owned and/or maintained Waste Receptacles, Recycling Receptacles, Cigarette Butt Recycling Receptacles and Pet Waste Bag Dispensers.
- 4.2) This Policy does not include the collection of domestic residential waste, recycling or large waste bins located at City buildings.

5. GUIDING PRINCIPLES

- 5.1) An Administrative Procedure assigning labor, equipment and materials to the Parks Waste & Recycling Management Program may be created to support this Policy.
- 5.2) The Administrative Procedure shall be followed to ensure that all receptacles are inspected on a regular basis. Any waste, receptacles or dispensers that pose a health or safety risk to the public are assessed, prioritized and remedied within an acceptable timeframe.

6. AUTHORITY / RESPONSIBILITY TO IMPLEMENT

The Director, Public Works is authorized to establish procedures for the implementation of this Policy which are consistent with the governing principles.



City Manager

PARKS WASTE & RECYCLING MANAGEMENT

Date Issued: February 15, 2019

Responsibility: Director, Public Works

Current Revision: February 15, 2019

Cross Reference:

- Parks Waste & Recycling Management Policy GEN-038-A
- Parks Safe Work Practice and Procedure for Waste and Recycling Management

1. PURPOSE

To provide a strategic framework for the installation, service, maintenance and lifecycle management of all City-owned and maintained waste receptacles, recycling receptacles (refundable drink container recycling; cigarette butt recycling) and pet waste bag dispensers. The City, or the Developer (under the Developer Agreement, or DA) will install and maintain waste receptacles, recycling receptacles, pet waste bag dispensers and cigarette butt dispensers at City buildings, facilities, parks and open spaces. The City will inspect these assets regularly based on the chart outlined below. The City will maintain these assets in accordance with the Safe Work Practice and Procedure and industry best practices.

2. DEFINITIONS

- 2.1) *City* – The City of Fort Saskatchewan.
- 2.2) *Recycling Receptacle* – A container that is easily identifiable to the general public used for the purposes of collecting and storing recyclable drinking containers, until they can be taken to an authorized recycling center.
- 2.3) *Cigarette Butt Recycling Receptacle* – A container that is easily identifiable to the general public used for the purposes of containing cigarette butts, until they can be taken to an authorized recycling facility. Examples include, but are not limited to, Smoker's Poles, Butt Stops and ashtrays within waste receptacles.
- 2.4) *Pet Waste Bag Dispenser* – A dispenser that distributes pet waste bags, encouraging citizens to pick up their pet's waste, while using parks, trails and open spaces within the City.
- 2.5) *Waste Receptacle* – A container that is easily identifiable to the general public used for the purposes of collecting unwanted trash and storing it in a manner that does not cause a nuisance to public or disturbance to wildlife, until it can be disposed of accordingly.

3. PROCEDURE

3.1) Installation:

- a) The City or the Developer will install waste receptacles, recycling receptacles and pet waste bag dispensers in accordance with the City's Engineering Standards or the Developer Agreement. At any time, the City's Parks Services may install, remove or relocate any waste or recycling receptacle or pet waste bag dispenser at City-owned and/or maintained buildings, facilities, parks and open spaces, for practical purposes which may include, but are not limited to, trying to control littering, low usage or vandalism.

3.2) Inventory:

- a) The City will inventory all new receptacles and/or dispensers into the Parks Asset Management System upon installation or granting of Final Acceptance Certificate (FAC). The information shall include date of installation or acceptance, the type of asset, the location of the asset, a photo of the asset along with being assigned a unique identification number as well as GPS coordinates.

3.3) Inspection:

- a) The City will inspect all receptacles 1 time per week, unless otherwise specified (see Service Level Frequency Chart) or should a Fort Report Service Tracker warrant an additional or earlier inspection interval.

3.4) Service and Maintenance:

- a) The City will determine a service level interval for the collection and disposal for all waste and recycling receptacles, as well as refilling pet waste bag dispensers, based on the location and usage of the receptacle or dispenser. The City will remove and dispose of any waste collected in the receptacles, in accordance with the Safe Work Practice and Procedure.

Service Level Frequency Chart

Location	Process Description	Frequency
Outdoor Leisure Ice Surfaces	Arena attendant to litter pick area surrounding the outdoor rink and empty the garbage and recycling receptacles. Laborer II to collect and dispose of garbage bags.	Daily during outdoor arena operation
Cemetery Road (McDonald's pull-out)	Empty garbage and recycling receptacles, litter pick surrounding area.	3 times per week
Downtown Core	Empty garbage receptacles, litter pick surrounding areas, empty ash tray receptacles.	2 times per week
Highway Entrances	Empty garbage receptacles and litter pick surrounding area.	2 times per week

Bulk Water Fill Station	Empty garbage receptacles and litter pick surrounding area.	2 times per week
West River's Edge Pavilion and Boat Launch Parking Lot	Empty garbage receptacles and litter pick around the entire building and boat launch parking lot.	2 times per week (once per week while completing the River Valley Trails and every Friday before weekend events)
Dog Park (2 locations)	Empty garbage receptacles and refill pet waste bag dispensers.	2 times per week
Spray Park	Empty garbage receptacles and litter pick around the entire building and facility.	2 times per week (once per week while completing the Parks and Open Spaces, and one additional time per week during peak season)
River Valley Trails	Empty garbage receptacles and litter pick area.	2 times per week
Wetlands	Empty garbage receptacles and litter pick area.	1 time per week (during peak season) 1 time per every 2 weeks (during non-peak season)
Parks, Open Spaces and all other City trails	Empty garbage receptacles and litter pick around the entire building.	1 time per week
School Yards and Non-School Playgrounds	Empty garbage and recycling receptacles and litter pick the surrounding area. *exception Henderson Park	1 time per week *except Henderson Park, which needs to be done 2 times per week*

3.5) Lifecycle Management:

- a) Waste and recycling receptacles and pet waste dispensers are inspected during regularly scheduled service and any receptacles or dispensers found to be requiring maintenance may be removed from service and repaired by the City or by a contractor. Replacement is recommended based on age, condition, availability of repair materials and necessity.

3.6) Records Management and HisTree Program Review:

- a) The City will maintain detailed records using the HisTree program. Records shall include regular maintenance, repairs, photos and lifecycle management. The effectiveness of the Program will be reviewed annually through creating a Program Summary, which will include data from HisTree, the number of Fort Report Service Tracker requests and budget expenditures.

4. SUCCESS INDICATORS

- 4.1) All City-owned and maintained receptacles and dispensers are being emptied, refilled and otherwise maintained in accordance with the City's service level intervals to avoid disturbances to the public or wildlife.

5. LEGISLATION

- 5.1) The City will adhere to all pertinent legislation while providing service and maintenance to City-owned and/or maintained receptacles and dispensers

Legislative context to include:

- a) Alberta Occupational Health and Safety Legislation
- b) Alberta Traffic Safety Act
- c) Alberta Environmental Protection and Enhancement Act
- d) Alberta Wildlife Act
- e) City of Fort Saskatchewan Traffic Bylaw C4-09

6. SUPPORTING DOCUMENTS

- 6.1) The City will adhere to all pertinent supporting documentation while providing service and maintenance to City owned and/or maintained receptacles and dispensers.

6.2) Supporting documents to include:

- a) Developer Agreement
- b) The City of Fort Saskatchewan Engineering Standards
- c) The City of Fort Saskatchewan Health and Safety Policy
- d) Parks Waste and Recycling Management Policy
- e) Job Hazard Assessments (JHAs)
- f) Safe Work Practices and Procedures (SWP&Ps)
- g) Inventory Lists
- h) Supplier Information
- i) Maps
- j) Photos

7. REFERENCES/LINKS

- Alberta Occupational Health and Safety Act, Regulation and Code - <http://work.alberta.ca/occupational-health-safety/ohs-act-regulation-and-code.html>
- Alberta Traffic Safety Act - <http://www.qp.alberta.ca/documents/Acts/t06.pdf>

- Alberta Environmental Protection and Enhancement Act - <http://www.qp.alberta.ca/documents/acts/e12.pdf>
- Alberta Wildlife Act - <http://www.qp.alberta.ca/documents/Acts/W10.pdf>
- City of Fort Saskatchewan Health and Safety Policy - <http://www.fortsask.ca/Home/ShowDocument?id=3673>
- City of Fort Saskatchewan Parkland Bylaw 1952 – <http://www.fortsask.ca/city-government/bylaws/parkland>
- City of Fort Saskatchewan Community Standards Bylaw C16-12 - <http://www.fortsask.ca/home/showdocument?id=3417>
- City of Fort Saskatchewan Traffic Bylaw C4-09 - <http://www.fortsask.ca/home/showdocument?id=3427>