



TOWN OF HIGH RIVER PROCEDURE

Procedure Number: PRO-14-201-00

Procedure Name: Beverage Container Recycling Trailer booking

Related Bylaw: 4211/2008

Related Policy Name: Solid Waste Management Bylaw

Approval Date: June 13, 2013

Revision Date:

Procedure Category: Equipment and Vehicles

Responsible Department: Operations

Related documents:

Procedure The following procedure provides guidelines for booking the Beverage Container Recycling Trailer and for the collection and disbursement of fees generated from recycling the containers.

Introduction

To promote recycling opportunities in the community and to decrease the amount of waste going into the landfill, the Town has purchased a recycling trailer for beverage containers. This was made possible through a grant from the Alberta Beverage Container Recycling Corporation (abcrc). It is intended that the trailer be used at community events within the Town of High River town limits. These include, but are not limited to the Little Britches and Santa Claus parades, Farmers Markets, and annual car show.

Currently Town staff deploy small waste carts at community events, which are not specifically designed for collecting beverage containers. This results in their being mixed with other recycled materials or waste and going to the landfill. The recycling trailer is for the use at events within High River town limits. Any exceptions will be made at the discretion of the Manager of Operations and will be dependent on the availability of the trailer and staff time, cost, and scope of the event.

1. Benefits

The Beverage Container Recycling Trailer will provide a central access point for collecting all recyclable beverage containers, which should decrease the amount of litter in public areas as well as the amount of waste going to the landfill. This will increase service to the public during community events since the Town did not previously have a dedicated system for collecting recyclable beverage containers. Additionally, any funds raised will be directed towards local community charities.

2. Responsibilities

The Town of High River Operational Services Division will be responsible for delivery and set-up of the trailer, tracking the quantity of containers collected, disposal and collection of fees, and picking up the trailer at the end of the event. Financial Services Division will be responsible for processing any fees collected from bottle returns.

3. Booking procedure

- a) For town-sponsored events: the Special Event Liaison will contact the Operations Division to confirm the use of the recycling trailer for the event.
- b) For events hosted by external organizations –Organizations wishing to book the trailer will complete the trailer booking form (appendix 1) and submit this with the Special Event Booking Form. Request forms must be submitted thirty (30) days prior to the event. Requests received less than thirty (30) days prior to the event will be approved at the discretion of the Operations Manager.

4. Collection and disbursement of fees

Operations Services is responsible for supervising the collection of beverage containers and monies received through the recycling centre. Operations Services will forward all fees to the Finance Services Division, which will be responsible for the disbursement of fees. Funds collected through the Beverage Container Recycling Trailer are specifically for non-profit, charitable organizations within the Town of High River.

- a) Town-based events: money raised during a Town-sponsored event will be directed through FCSS (Family and Community Support Services) to support the United Way/High River Partnership. The United Way funds a number of community organizations including but not limited to: Literacy for Life, SNAPS, Foothills Fetal Alcohol Society, Rowan House, Meals on Wheels.
- b) Externally-hosted events – Funds raised during events hosted by external organizations will be distributed to a local charity chosen by the hosting organization. A 5% service fee will be charged (based on fees collected from the containers) to cover the maintenance, insurance and usage costs.

Approval

This procedure shall come into force and effect upon adoption by Management of the Town of High River.

DIRECTOR OF ENGINEERING, PLANNING & OPERATIONS

DATE _____

BEVERAGE CONTAINER RECYCLING TRAILER BOOKING FORM

Event: _____

Date(s): _____ Time: _____

Location for trailer: _____

Event organizer (Group): _____

Mailing Address: _____

Contact Name: _____ phone: _____ email: _____

Name of charity receiving recycling fees (less 5%): _____

Mailing address: _____

Additional information:

**For office use only:
Approved:**

_____ Date

_____ Signature

Delivery crew: _____

Collection information:

Date:	Bottles collected	Total