

DATE: November 19, 2013

TO: Honourable Mayor Bevilacqua and Members of Council

FROM: Paul Jankowski, P. Eng.
Commissioner of Engineering & Public Works

RE: **COMMUNICATION - REPORT NO. 14 OF THE FINANCE AND
ADMINISTRATION COMMITTEE**

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COMMUNICATION
F&A - Nov. 25/13
ITEM - 5

Additional Information - Recycling Containers at Canada Post Mail Boxes

Recommendation:

The Commissioner of Engineering and Public Works recommends:

1. That this report be received for information

Background:

As part of the 2014 budget submissions, an Additional Resource Request was submitted to provide for the installation of specially designed recycling containers at approximately 150 "problem" Canada Post mail box locations across the City of Vaughan. The intent of the program is to provide residents a means to properly recycle unwanted admail and other recyclable papers on-site, instead of leaving them on the ground and littering the adjacent area. This proposal was originally submitted in 2010 (for the 2011 budget year), but has not yet been approved due to other more pressing needs of the City.

Vaughan's previous initiatives to reduce litter and Canada Post mail boxes

Previous to the submission of the proposal in 2010 for 'Recyclable Paper Collection at Canada Post Super Mail Box Locations', the City engaged in a number of initiatives to reduce litter issues at Canada Post locations. These initiatives, to date, had limited success.

Some of these initiatives included:

- Placement of anti-littering signs (in partnership with Canada Post) at designated super mail box locations (ongoing);
- Promotion and Education through our website, newsletters, and annual waste collection calendar reminding residents of options to properly dispose of unwanted mail and / or to participate in the 'red-dot' program (ongoing);
- Door to door literature in the communities surrounding problematic mail box locations; and,
- Working with Canada Post and special interest groups such as local ratepayer associations.

Residents also took matters into their own hands and placed standard curbside blue boxes at some of the community mail box locations. These were often vandalized or stolen and contributed to incidences of illegal dumping. In addition, without a cover, the material ended up blowing out of the container, thereby having little impact on reducing litter, or increasing waste diversion.

Other municipalities are experiencing the same issues at Canada Post mail boxes

Several municipalities now offer recycling at super mailbox locations. The Town of Markham implemented a pilot program for recycling containers at super mailboxes in 2009, and started rolling it out to all mailboxes in 2012. Their web site indicates there are approximately 1,500 containers currently in service across the City at Canada Post mail box locations.

In Richmond Hill, a two-phase pilot program has been developed prior to a potential Town-wide implementation.

Phase one of the pilot program has been developed to test various containers at 54 selected super mailboxes (9 in each ward; roughly 3.5% of the Town's super mailbox locations). This pilot was included in their 2012 budget. An additional 54 units are to be deployed in 2013 as phase two of the pilot project. Recommendations will be made at the end of the two year pilot.

It is staff's understanding that the City of Brampton released a Request For Proposal in June 2012 for containers to be installed at super mailbox sites, though no further information on this project is available at this time.

Vaughan's project would allow for approximately 150 locations to be identified and measured for effectiveness

As noted previously, the proposal is to provide recycling containers at approximately 150 locations, depending upon need, and final bid prices for the units. This does not necessarily mean all the units would be installed at one time. As was mentioned at the meeting of November 12, 2013, the issue of litter at the Canada Post mail boxes impacts residents in every Ward; however, some locations seem to generate more complaints than others. Using input from the Mayor and Members of Council, along with historical complaint data, specific locations would be selected to implement this initiative in all Wards across the City. The program's success would be assessed by measuring the impact these units had in terms of additional recyclable tonnage collected, and, reduced litter at the Canada Post mail boxes.

City-wide implementation costs could be phased in to reduce the financial impacts of this new initiative

At its meeting of November 12, 2013, the Finance and Administration Committee requested additional information with respect to the potential cost of a City-wide roll-out of this program.

In 2004, a staff count of community mail box locations was taken. Approximately 625 locations were identified. Since then, the number of freehold single family households has increased by approximately 22%. The vast majority of this new growth is serviced by community mail boxes. Staff estimate the total number of recycling units required to service the City now to be between 1,000 and 1,100.

The capital cost to purchase and install 150 recycling units has been estimated at \$146,775, and the collection costs have been estimated to be \$26,000 per year. If all community mail box locations were to be serviced with the proposed recycling units, the estimated total capital costs would be \$978,500 with annual operating costs of approximately \$173,330. Final costs would be dependent upon the bid prices, and total number of units deployed.

Should the initial program prove successful in achieving the desired results of increased waste diversion and reduced litter at Canada Post mail boxes, a City-wide roll-out could be phased in over several years, in order to reduce the above noted annual financial impacts.



memorandum

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Paul Jankowski', written over the printed name.

Paul Jankowski, P. Eng.
Commissioner of Engineering & Public Works

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