

Food and Yard Waste Management How-To Guide

For those who manage
multi-family properties



Table of Contents

Background.....	3
STEP 1: Understand Your Waste.....	4
STEP 2: Choose Your Diversion Option	4
STEP 3: Designate Personnel.....	13
STEP 4: Tell Residents About Your Program	14
STEP 5: Implement Your Program.....	15
STEP 6: Monitor Your Program and Re-Educate Residents	16
Glossary of Terms	17
Appendix 1 – Waste Management Bylaw Requirements	20
Appendix 2 – Collect the Right Materials.....	21
Appendix 3 – Waste Audit.....	23
Appendix 4 – Allocations	24
Appendix 5 – Tips for Optimizing Space	25
Appendix 6 – Best Practices	26
Appendix 7 – Resident Letter Template.....	27
Appendix 8 – Tips for Storing Food Waste	28
Appendix 9 – Green Cart Tips	29

Background

This guide is designed to assist those who manage multi-family properties in implementing a food and yard waste diversion program for their complexes. It provides essential information, practical tips and resources to help launch the program and educate residents.

Waste Management Bylaw Changes

Upcoming changes to The Waste Management Bylaw 2012-63 (Bylaw) require all multi-family complexes in Regina to implement a food and yard waste diversion program for their residents. A compliant diversion program separates food and yard waste from general garbage and recycling and accepts the same materials as the City-provided waste services.

Check [Regina.ca/multifamily](https://regina.ca/multifamily) for the regulation date.

Appendix 1 provides a detailed breakdown of the Bylaw requirements.

Appendix 2 provides a list of materials by waste stream.

Why We Are Making this Change

The City is implementing this change to ensure that all Regina residents have access to comprehensive waste management services.

Proper management of food and yard waste creates a more sustainable Regina and reduces environmental impacts by:

- Reducing the creation of methane, a potent greenhouse gas that contributes to climate change,
- Extending the landfill's life and postponing the need for a costly new landfill, and
- Recycling existing waste to create a beneficial, valuable product, such as compost.

STEP 1: Understand Your Waste

It is helpful to conduct a waste audit before setting up your food and yard waste diversion program to better understand the types and quantities of waste generated by residents at your multi-family property. Your waste audit will help you determine what food and yard waste diversion option is right for you.

For more information on waste audits see [Appendix 3](#).

STEP 2: Choose Your Diversion Option

There are several options for diverting food and yard waste from general garbage and recycling. The table below summarizes and compares common solutions and outlines their advantages and disadvantages. More detailed information can be found on pages 7-12.

Hauling Service	
Average Cost	\$50 - \$500+ per month, per multi-family complex
Overview of Implementation	<ul style="list-style-type: none">• Establish a contract with a local waste hauler for regular collection• Ensure there is adequate space for containers and they are easy to access• Plan for collection based on selected front end bin or cart sizes and quantities (see appendix 5 for container measurements)• Continually educate residents to help prevent contamination
Space Requirements	<ul style="list-style-type: none">• Outdoor or indoor garage space for containers• Space for haulers to access and remove garbage, recycling and food and yard waste
Pros	<ul style="list-style-type: none">• Adaptable for different sized properties and their specific needs (container style, quantity, size and collection frequency)• Containers or waste infrastructure can be purchased, requiring a hauler for collection only (no container rentals)• Minimal staff involvement• Easy to understand as residents have likely already used a hauling service model
Cons	<ul style="list-style-type: none">• Space required for multiple containers

Countertop Composters	
Average Cost	\$300 – \$600 per unit, plus minimal power and maintenance costs \$20 – \$200 per month per multi-family complex for hauling compost from countertop units
Overview of Implementation	<ul style="list-style-type: none"> • Purchase a composter for each multi-family unit and educate users on how it operates • Residents must regularly empty and clean their composter • Composter plugs into a standard wall outlet for year-round use • Plan for the final material. Some countertop composters produce compost that can be applied directly to soil, and others produce dehydrated food waste that requires collection and further processing. A plan will need to be in place for storage and/or hauling of final materials • Continually educate residents to help prevent contamination
Space Requirements	<ul style="list-style-type: none"> • Requires minimal indoor space – fits on countertops or in small kitchen areas • Space indoor or outdoor for storing final material and containers
Pros	<ul style="list-style-type: none"> • Easy to use indoors • Final material ready within hours • Minimal odor with significantly reduced volume (60–86%), allowing for longer storage capacity of final material and less frequent collection compared to a traditional hauling service • Lower recurring costs than a traditional hauling service
Cons	<ul style="list-style-type: none"> • Limited capacity • Energy consumption (0.5–1 kWh per batch) • Regular emptying and cleaning of composters required • Requires a hauling service for final material in most cases

Alternative Option – Become a Designated Property	
Average Cost	\$193.45 – \$284.70 per year per unit (for garbage, recycling and food and yard waste)
Overview of Implementation	<ul style="list-style-type: none"> • City-provided waste collection services are available to designated properties, which include single-family homes and multi-family complexes with up to four units. • If the waste needs of a multi-family complex with more than four units can be accommodated by the City's carts, collection schedule, and collection vehicles, its possible to receive City waste collection services. • Visit Regina.ca/Waste for information about City-provided waste collection. • Email wastediversionservices@regina.ca to schedule an assessment of your multi-family complex.
Space Requirements	<ul style="list-style-type: none"> • Enough space for three carts (garbage, recycling, and food and yard waste) per unit • Carts should be in an accessible location • Adequate turning space, height, and width for collection vehicles.
Pros	<ul style="list-style-type: none"> • More predictable costs than a private hauling service • Property managers save time and effort coordinating with private haulers
Cons	<ul style="list-style-type: none"> • No customization of container sizes, collection schedules, or frequency beyond the standard service • May require property modifications to meet collection vehicle or cart space requirements • May cost more than a private hauling service

Alternative Option – Food Waste Digesters	
Average Cost	\$5,000 - \$50,000+ depending on size, features and brand, plus power and maintenance costs
Overview of Implementation	<ul style="list-style-type: none"> • Research appropriate digester technology based on property needs • Install an on-site composting system suitable for a medium to large multi-family complex or one that could be shared among multiple complexes • Regular input of food and yard waste required, along with monitoring and maintenance • Plan for storage and use of final material • Continually educate residents to help prevent contamination and ensure compliance with the program
Space Requirements	<ul style="list-style-type: none"> • Moderate indoor or outdoor space needed for the system and material storage • Space requirement varies by unit size and material volume
Pros	<ul style="list-style-type: none"> • Reduces reliance on a hauling service • Processes larger volumes of organic waste • Produces high-quality compost that can be applied directly to soil
Cons	<ul style="list-style-type: none"> • High upfront costs • Regular operation and maintenance costs • Requires staff for monitoring and maintenance • Additional materials may be needed (e.g., wood chips, special microbes) • Residential use is not currently widespread • Needs high buy-in from residents to ensure proper use of the technology and low contamination

Important:

While the Bylaw covers both food and yard waste, multi-family residents typically do not generate yard waste. As such, this guide focuses on diversion options for food waste. Please account for this when selecting your diversion option if your grounds maintenance personnel dispose of yard waste on-site.

Option 1: Hauling Service

When setting up a food and yard waste diversion program for your multi-family complex, partnering with a hauling company allows for flexibility in designing a service that best fits your needs. Here's what to consider during the planning phase:

Containers and Collection Frequency

One of the most important decisions is selecting the appropriate container size(s), quantity(s) and collection frequency(s) for your property.

Hauling companies typically provide 240-litre or 360-litre carts (green carts) for food and yard waste and offer a wide range of container sizes for garbage and recycling. If you prefer to own your own equipment or prefer containers with minimal visual impact, you can purchase containers independently and contract a hauler for collection services only. In-ground containers, such as those from EarthBin or Molok, may suit properties with limited space and high waste generation.

You should take the time to find the right container sizes and pickup frequency to keep your costs manageable and ensure the effectiveness of your waste management program. Property managers are encouraged to consult their current waste hauler about adding food and yard waste collection. Additionally, requesting quotes from multiple haulers can help compare services and costs, providing you with the best option at a fair price.

Refer to [Appendix 4](#) for recommended green cart quantities and waste capacity allocation per dwelling unit.

Container Location and Accessibility

Consider the most convenient and accessible locations for placing waste containers. Ideally, containers should be co-located and placed in an area easily accessible to residents but also allow for efficient pickup by the hauler. Placing all waste streams (garbage, recycling and food and yard waste) side-by-side or in the same centralized area makes it easier for residents to sort their waste correctly and reduces contamination.

Property managers may sometimes face challenges in finding adequate space for waste containers. [Appendix 5](#) provides suggestions to help optimize space and the infographic in [Appendix 6](#) shows waste management best practices.

Container Technology

Some waste containers use technologies such as smart fobs and access control systems. This enables property managers to restrict access to authorized users. Additionally, sensor technology allows real-time monitoring of fill levels, alerting management when containers are nearing capacity. These capabilities can help property managers monitor usage and fill patterns to optimize collection frequency.

Container Adjustments

Typically, 50 per cent of the garbage stream is food and yard waste. You may be able to transition to a smaller garbage container(s) as residents begin putting food and yard waste into the green cart(s).

Things to consider before selecting a hauler:

- Will they provide a contract and how long is the contract?
- How do they invoice and is the invoice itemized?
- Will they adjust the sizes or number of containers and collection frequency if needed? Are there costs associated with these changes?
- Do they collect all the materials included in Regina's Waste Management Bylaw?
See [Appendix 2](#)
- How must the material be prepared for hauling? Do they accept certified compostable bags?
- Where do they take the material after it is picked up? Is it taken to an appropriate processing facility?
- If investing in in-ground containers: does my hauler have the special equipment required to service these containers? Is it cost effective?

Important:

You must ensure that the hauler you choose takes the material to appropriate processing facilities (i.e. food and yard waste must go to a compost processor, not a landfill).

Do I Need a Development Permit?

A new or revised Development Permit is necessary if changes are made to the building, landscaping, expansion of enclosures or parking. For more information, visit regina.ca/permits.

If you can store the waste containers on your property without renovations, a development permit is not needed. Properties can aim to adjust the size and collection frequency of containers within the existing allocated space or enclosures to maintain the same footprint when introducing their food and yard waste program.

In-Unit Storage: Food Scrap Containers

Your residents may need a place to store food waste in the kitchen before it is taken out to the green cart(s). Food scrap containers, sometimes called kitchen catchers, are two to five litre containers designed to keep food waste separate from general garbage.

Property managers or condo boards can choose to purchase food scrap containers for residents or ask residents to purchase their own containers. [Appendix 8](#) has tips for storing food waste.

Option 2: Countertop Composters

Countertop composters are electrically powered appliances designed to quickly convert food waste into a more stable, manageable form. They can be an excellent solution for small-scale food waste management, particularly in condos and apartments.



Examples of Countertop Composters

Lomi Composter	<ul style="list-style-type: none">• Reduces food waste to nutrient-rich compost in three to 20 hours, depending on the selected cycle• Designed with a compact footprint, making it suitable for small kitchens• Compatible with a variety of food waste, including fruits, vegetables, dairy and small amounts of meat• Utilizes a combination of heat, aeration and grinding to speed up the composting process• User-friendly interface and a built-in filter to minimize odours
Vitamix FoodCycler	<ul style="list-style-type: none">• Reduces food waste volume by up to 90 per cent in just three to eight hours• Requires minimal energy use• Processes a wide range of food waste, including grains, fruits and vegetables• Produces nutrient-rich compost that can be used in gardens or potted plants

End-Product Options

It is important to create a plan for the final material when considering countertop composters. Some countertop composters produce nutrient-rich compost that can be applied directly to gardens or potted plants. However, other countertop composters only dehydrate food waste rather than fully compost it.

If the compost is fully processed, it can be donated to community gardens, applied directly to soil or used in potted plants. However, if the composter only dehydrates the food waste, further processing is required.

Dehydration reduces the waste volume, eliminates odours and minimizes mess, making it easy to store the material for extended periods. Hiring a food and yard waste hauler to collect the dehydrated material as needed can be an efficient solution, allowing for fewer green carts and significantly reduced collection frequency as compared to a traditional food and yard waste hauling service.

Important: The end-product cannot be landfilled.

Cost Estimation

Capital Costs:

- The upfront cost of countertop composters typically ranges from \$300 to \$600 per composter, depending on the model and features
- Capital Cost = Cost per Composter × Number of Multi-family Units

Operational Costs:

- Consider electricity usage, which is generally minimal (usually less than \$1 per month for most models)
- Maintenance costs may include replacing filters and occasional cleaning supplies
- Repair or replacement costs for malfunctioning units
- Hauling costs (if applicable)
- Operational Costs = Electricity + Maintenance + Repair/Replacement + Hauling

Space Requirements

Countertop composters typically require 1-2 square feet of space on a kitchen counter. Ventilation is also important. There should be adequate airflow around the unit to prevent excess heat buildup.

Things to consider before selection a countertop composter:

- What is the expected lifespan of the composter?
- Does it accept all food waste material required by The Waste Management Bylaw, like meat, bones, dairy and food-soiled paper products? (See [Appendix 2](#))
- What are the maintenance costs? Does the filter need to be replaced regularly?
- What is the end-product? Is it compost or dehydrated food waste?
- What is my plan for the end-product? Where will it be stored? How will it be utilized? Do I need a hauling service?

Option 3: Alternative Options

A

Become a Designated Property

City-provided waste collection services are available to designated properties, which include single-family homes and multi-family complexes with up to four dwelling units.

If the waste needs of a residential non-designated property (multi-family complex with more than four dwelling units) can be accommodated by the City's collection carts, collection frequency and is accessible by waste collection vehicles, then it is possible to become designated and receive City waste collection services.

Visit **Regina.ca/Waste** for information about City-provided waste collection. Email wastediversionservices@regina.ca to schedule an assessment of your multi-family complex.

B

Food Waste Digesters

Food waste digesters utilize on-site digestion technologies designed to transform food waste into compost. While widely used in commercial settings, food waste digesters are not yet common in multi-family properties because of cost, space and logistical challenges. Some small-scale residential systems are starting to become available.

If you are considering purchasing a digester to process food waste for your multi-family complex, it is essential to approach this option with caution and conduct thorough research. Companies offering digesters that could be suitable for residential use include, but are not limited to, BrewNature and Viably.

Key Considerations for Food Waste Digesters

Capacity:

- Assess food waste generation to determine digester size.

Acceptable Items:

- Most digesters do not allow plastic bags, including certified compostable ones, though certain models may permit biodegradable bags.
- Additionally, some models do not accept items like meat, bones, shells, or high-fat food waste, or may require these materials to be pre-processed before being added to the digester.

Infrastructure Requirements and Space Availability:

- Ensure there is proper infrastructure and sufficient space for installation and operation based on your digester's size and model.

Temperature Control:

- Digesters are often sensitive to temperature and may require an environment above a specific threshold, particularly in winter.

Operational Complexity:

- Confirm ease of use for all residents.

Operation and Maintenance:

- Understand operational requirements and support services needed, as this may increase operational costs.

Use of End-Product (Compost):

- Compost from digesters cannot go to landfills. Plan for proper use (landscaping, resident use, community donation) and include a storage area for compost.

Cost and Budget:

- Account for all costs, including initial investment, infrastructure set-up, maintenance, and energy.

STEP 3: Designate Personnel

Leadership roles for a successful waste management program include:

Coordinator	<ul style="list-style-type: none">• Oversees the planning, implementation, and ongoing evaluation of the program. This involves selecting the most suitable food and yard waste diversion option for your multi-family complex and setting up the program accordingly.• Additionally, the coordinator develops an educational plan to engage residents, boost compliance, and minimize contamination. See Step 4 for education resources.
Inspector	<ul style="list-style-type: none">• Ensures proper placement and security of waste containers, while monitoring contamination and illegal dumping. The inspector also provides support for countertop composter maintenance if applicable.
Resident Liaison	<ul style="list-style-type: none">• Keeps residents informed about changes to the program, regularly shares helpful tips and addresses any questions or concerns.

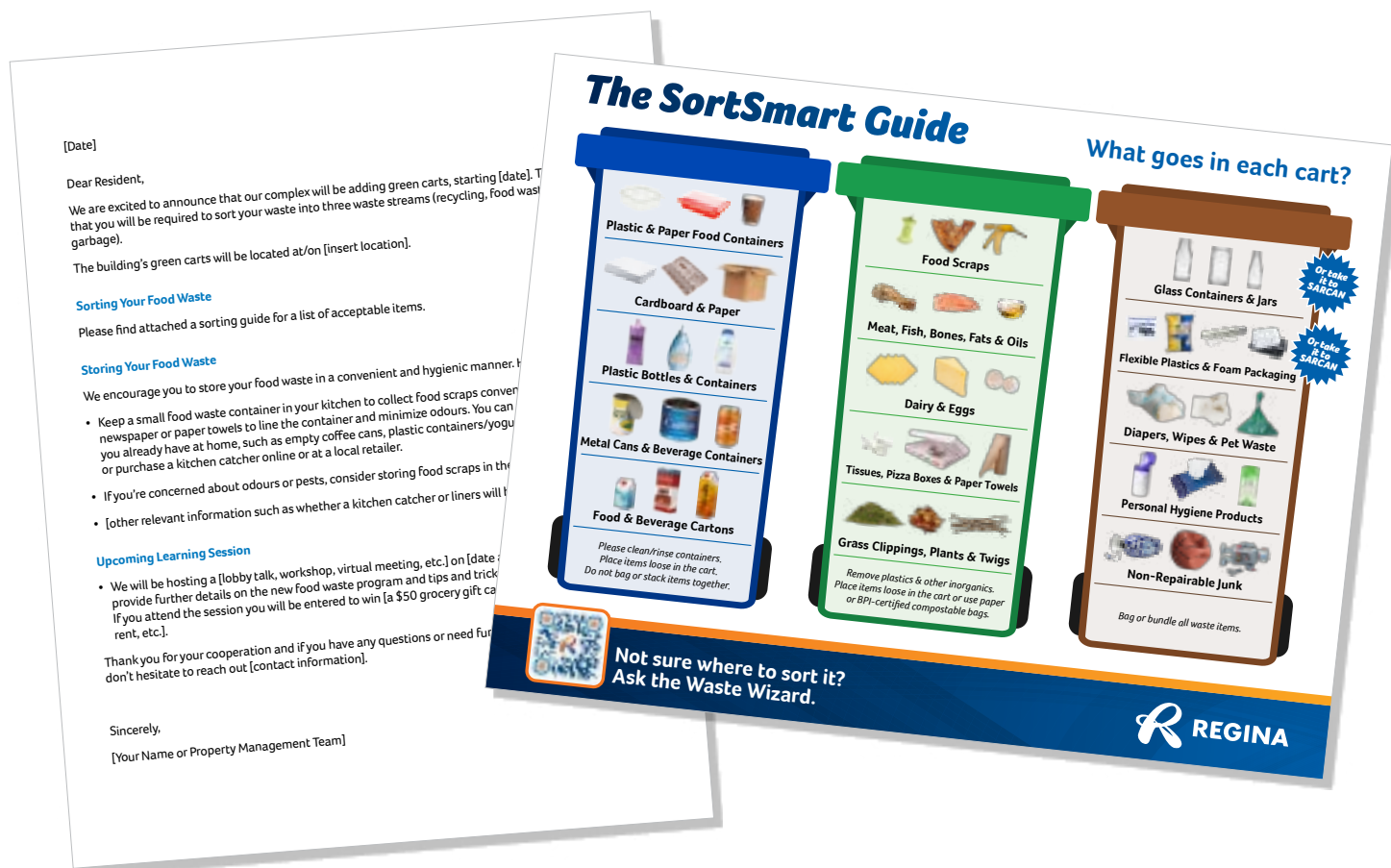
A strong and dedicated leadership team, along with consistent education and effective resident relations, fosters enthusiasm for the program and encourages residents to feel more engaged, ultimately leading to greater compliance.

STEP 4: Tell Residents About Your Program

You should start educating residents about your program at least four weeks before launch. Here are some tips to encourage participation:

- Spread awareness through social media, email, flyers, door-to-door outreach and present the program at resident or association meetings
- Organize sessions and workshops to educate residents. These sessions can cover an overview of the program, what materials are acceptable, proper waste sorting techniques, kitchen catcher tips, countertop composter use (if applicable) and any other relevant material. Contact the City at wastediversionservices@regina.ca for any assistance with presentations
- Send timely reminders about program timelines and implementation details. After the service is implemented, continue sending frequent reminders, tips, and tricks to keep waste management top of mind

See [Appendix 7](#) for an example resident letter and sorting guide.



STEP 5: Implement Your Program

During the initial weeks of the program, consider taking the following actions:

- Hand out any supplies or equipment that you will be providing such as food scrap containers, liners, countertop composters, etc.
- Hand out any additional educational material such as sorting guides and stickers for food scrap containers
- Tell residents that the program has started and/or host a launch event
- Put up clear signage on the waste containers indicating which items go in each container
- Put up posters around the building with information about the program
- Ensure the area around the waste containers or composting station is clean to prevent odours and pests
- Check the area routinely to ensure there is enough capacity
- Replace or add any signage as needed
- Check in with your residents and ask if they have any questions or concerns
- **Appendices 8 and 9** have practical tips regarding food scrap containers and green carts

Did you know?



Waste container signage, building posters, food scrap container stickers, a resident letter template and sorting guides are available for download at **[Regina.ca/MultiFamily](https://regina.ca/MultiFamily)**.

Residents are responsible for properly separating their garbage, recycling and food waste. We encourage you to address contamination if you notice it in the early weeks of the program to help ensure better compliance and smoother operation of the program

STEP 6: Monitor Your Program and Re-Educate Residents

Regular monitoring through routine visual checks helps spot contamination trends and pinpoint areas where additional education may be necessary. We ask that you address issues promptly.

Your efforts to educate residents about the program are most effective if they are consistent and ongoing for both current and new residents. In fact, it is important to inform new residents about your program through specific educational material.



Glossary of Terms

Cart: A wheeled receptacle used to hold waste before it is collected by a waste hauler for transport to a processing or disposal facility

Container: A general term for any receptacle used to hold waste before it is collected by a waste hauler for transport to a processing or disposal facility. This includes both carts and front-end bins

Designated Property: A single-family property or multi-family complex with up to four dwelling units. City waste collection services are available to designated properties

Food Waste: Compostable food scraps such as fruits, vegetables, meat, bones, dairy, tea bags and food-soiled paper products. See Appendix 2 for more details

Front-End Bin: A large, shared dumpster-style container used to hold waste before it is collected by a waste hauler for transport to a processing or disposal facility

Multi-family Complex (Residential Non-Designated Property): A residential building or group of buildings including apartments, condominiums, townhouses, co-ops and similar structures with more than four dwelling units. Non-designated properties are responsible for arranging their own waste management services

Multi-family Property Manager: The individual or group responsible for managing operations for a multi-family complex, including boards of directors and property management companies

Multi-family Residents (Residents): Individuals that live in multi-family complexes

Multi-family Unit: An individual dwelling unit within a multi-family complex

Waste: Any material that is discarded due to being unusable or unwanted

Yard Waste: Organic material generated from yard or grounds maintenance, such as tree trimmings, grass clippings and leaves

Appendices



Appendix 1 – Waste Management Bylaw Requirements

The Waste Management Bylaw (No. 2012-63) requires Regina multi-family complexes to comply with the following requirements:

PART V WASTE FOR NON-DESIGNATED PROPERTIES

- 34 Every owner of a non-designated property shall ensure that there are waste storage facilities and commercial bins on the non-designated property that are:
- (a) available to the owner and occupants of the non-designated property;
 - (b) sufficient in size to store all waste generated at the non-designated property considering the volume of waste generated on the non-designated property;
 - (c) separate commercial bins for each of garbage, recyclable material, and food and yard waste material; and (d) emptied with sufficient frequency to meet the requirements of section 37 of this Bylaw.
- 35 Every owner of a non-designated property shall have a waste management plan for the property which shall include, at minimum;
- (a) an arrangement for waste storage under the care and control of the owner or occupant of the non-designated property that is accessible for use by the owner or occupant(s) of the non-designated property;
 - (b) separate waste storage facilities and commercial bins for garbage, recyclable material and food and yard waste material;
 - (c) an arrangement for regular removal, transportation and disposal of waste to an appropriate disposal or processing site as follows:
 - (i) an arrangement for garbage to be transported to a landfill or disposal site as may be permitted by law;
 - (ii) an arrangement for recyclable material to be transported to and processed at a materials recovery facility; and
 - (iii) an arrangement for food and yard waste material to be processed on site for all food and yard waste materials in Schedule “A” in accordance with applicable law, or transported to and processed at a food and yard waste processing site.
- 36 Every owner of a non-designated property shall provide the City Manager or the Designated Officer with copies of the owner’s complete waste management plan, contracts for waste management services for non-designated properties, and invoices for payment of waste management services related to the owner’s waste management plans when so requested by the City Manager or the Designated Officer.
- 37 Every owner of a non-designated property shall remove waste from the property in such a manner and with such frequency that the waste storage area meets the following requirements:
- (a) the waste storage area shall be kept clean;
 - (b) the waste storage area shall be secured against theft or loss;
 - (c) the waste storage area shall be maintained in good condition;
 - (d) the waste storage area shall not create offensive odours;
 - (e) the waste storage area shall be kept tidy; and
 - (f) the waste storage area shall not attract insects, rodents, vermin or other disease vectors.
- 37.1 After December 31, 2014 the requirements in sections 34 to 37 shall apply to recyclable material in addition to garbage for non-designated properties that are used for residential use.
- 37.2 Beginning on July 1, 2027, the requirements in sections 34 to 37 shall apply to food and yard waste material, in addition to garbage and recyclable material for non-designated properties that are used for residential use.

Appendix 2 – Collect the Right Materials

1) Recyclables

- Paper and cardboard (such as cardboard boxes, cartons, printing paper, paper food containers)
- Tin and aluminum packaging (tin and aluminum cans, beverage containers)
- Tetra Pak containers (such as containers for soups and beverages)



2) Food & Yard Waste

- All food
 - Fruit and vegetable scraps (such as banana peels, apple core)
 - Dairy products (such as cheese)
 - Grain products (such as bread)
 - Meat, bones and fish products
- Coffee grounds and tea bags
- Paper toweling, tissues and greasy paper food containers
- All yard waste
 - Flowers, plants, leaves, grass trimmings



3

Garbage

- Glass Containers & jars
- Flexible Plastics & Foam Packaging
- Diapers, Wipes & Pet Waste
- Personal Hygiene Products
- Non-Repairable Junk



Electronic Waste & Batteries

Electronic waste (e-waste) includes electronic equipment, such as smart devices and used cables, as well as smart bulbs and fluorescent lights. E-waste and batteries, if not managed properly, can be harmful to human health and to the environment. Ask your hauler(s) about disposal options for e-waste and batteries or check the Waste Wizard at Regina.ca/waste for drop-off locations.



Appendix 3 – Waste Audit

The waste audit process typically involves the following steps:

- **Waste Collection:** Gather samples of waste generated over a specific period.
- **Waste Segregation:** Separate the collected waste into different categories, such as paper, plastic, glass, food and yard waste, and non-recyclable materials. This step helps identify the composition of the waste stream.
- **Weighing and Measurement:** Weigh and measure the different waste categories to determine the volume and weight of each type of waste generated. This quantitative data provides a clear picture of the waste profile.
- **Data Analysis:** Analyze the data to identify trends, patterns, and areas for improvement. This analysis may reveal opportunities for container size, quantity or collection frequency adjustment, or reveal education opportunities around waste sorting.
- **Implement Findings:** Compile the findings and use them to implement or adjust your waste management program and educate residents.

How to Conduct a Waste Audit

Do-It-Yourself Waste Audit

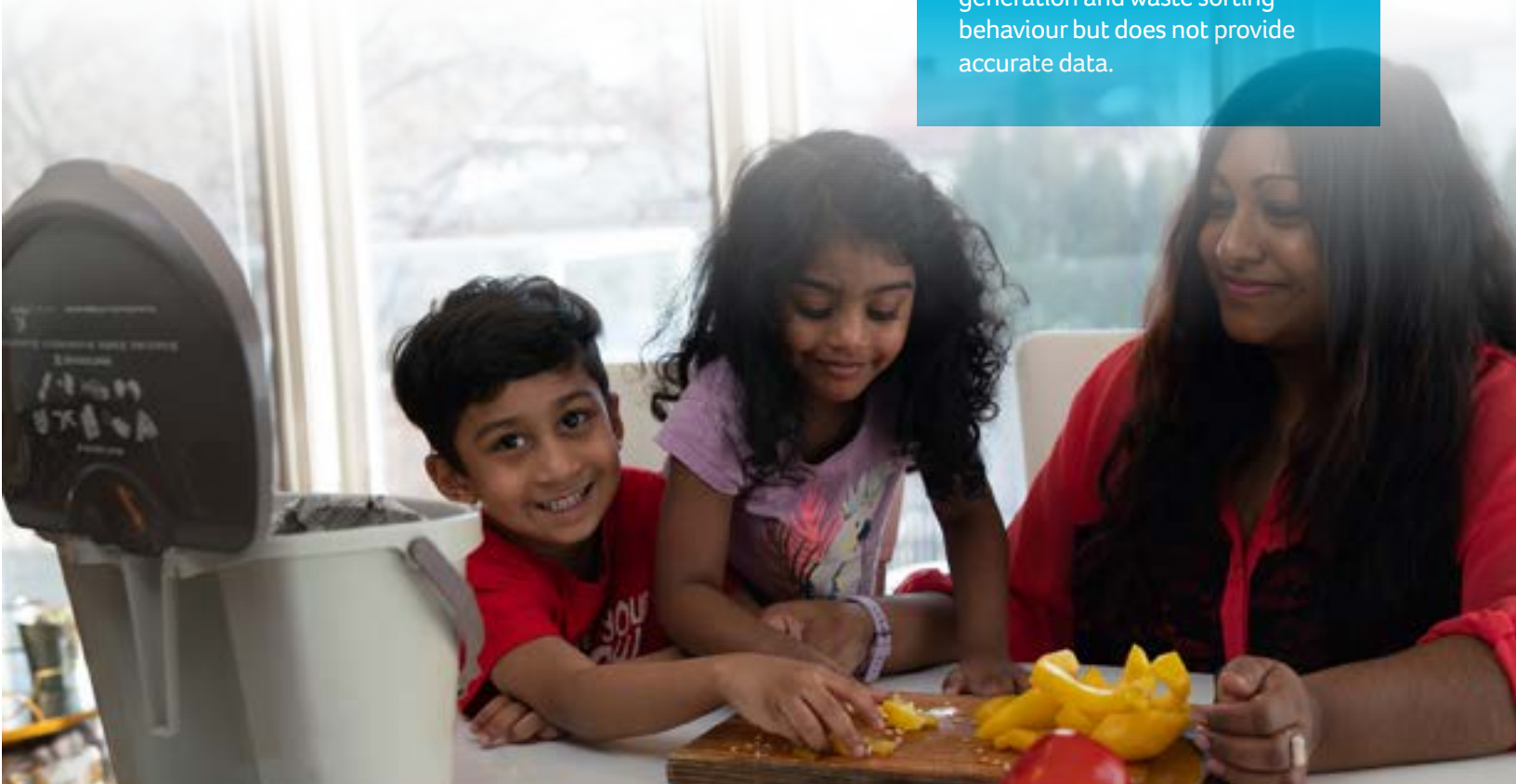
- A complete DIY waste audit procedure is available at Regina.ca/ici

Hire a Consultant

- A simple web search will bring up a list of waste audit consultants or your hauler may be able to help you.

Visual Inspection





































- Look inside every waste bin and estimate the types and quantities of recyclables and food and yard waste you can see.
- Talk to residents to get insights into waste generation.
- This method gives an idea of waste generation and waste sorting behaviour but does not provide accurate data.



Appendix 4 – Allocations

How many green carts does my multi-family complex need?

These figures are based on weekly collection and 360L carts.

Number of Multi-Family Units	Number of Green Carts
5-12	1 
12-24	1-2  
24-36	2-3   
36-48	3-4    
48-60	4-5     
60-72	5-6      
72-84	6-7       
84-100	7-8        

Note: Complexes of 50-100 units may only require 4-5 green carts. Waste generation per person tends to be lower in higher-density multi-family complexes

Important:

These allocations do not include yard waste as most multi-family residents do not generate yard waste. If your grounds maintenance personnel dispose of yard waste on-site, please account for this when selecting green cart quantities and collection frequency. You should let them know that yard waste goes in the green carts, not the garbage.

How much capacity should I provide for each multi-family unit?

Stream	Weekly Capacity (litres)
Garbage	100
Recycling	100
Food Waste	25

Note: You are not required to provide capacity for bulky items such as very large cardboard boxes and mattresses. Let your residents know to check the Waste Wizard at Regina.ca/waste to find out where these items should go.

Appendix 5 – Tips for Optimizing Space

If your multi-family complex has space or access limitations that make adding green carts difficult, consider these strategies:

1. If your complex only needs one or two green carts, you will likely have space to place them next to the existing garbage and recycling containers without needing to change the sizes or collection schedules for those containers.
2. If more space is required, you can consider downsizing your garbage and recycling containers and increasing their collection frequency to make room for green carts.
3. As your food and yard waste program becomes established, garbage generation should decrease. At this point, you may be able to reduce garbage collection frequency and further adjust the size of your garbage container(s).
4. Consider sharing carts between units or partnering with a neighbouring complex to share containers.
5. Consider implementing on-site food waste processing, such as countertop composters. This approach may eliminate or reduce the need for green carts.
6. Consider investing in in-ground containers and using a small portion of green space for permanent waste infrastructure instead of dedicating a parking space to traditional waste containers.

Container Volumes	Height (meters)	Width (meters)	Depth (meters)
240 litre cart (64 gallons)	1.09	0.60	0.69
360 litre cart (95 gallons)	1.13	0.87	0.87
3-yard container (2,294 litres)	1.37	2.08	1.22
4-yard container (3,058 litres)	1.52	1.83	1.37
6-yard container (4,588 litres)	1.68	2.08	1.88

Appendix 6 – Best Practices



Consistent information and education to keep waste management top of mind



Communicate program changes



Food scrap container is near the food prep area for ease of use



Regularly check containers for contamination, cleanliness and overfilling - adjust size, pickup frequency and education as needed.



Containers are co-located, secure, accessible, colour coded and have clear signage with words and photos

Appendix 7 – Resident Letter Template

Here is an example of a resident letter for a traditional food and yard waste hauling service. You can tailor this to your selected program option.

[Date]

Dear Resident,

We are excited to announce that our complex will be adding green carts, starting [date]. This means that you will be required to sort your waste into three waste streams (recycling, food waste and garbage).

The building's green carts will be located at/on [insert location].

Sorting Your Food Waste

Please find attached a sorting guide for a list of acceptable items.

Storing Your Food Waste

We encourage you to store your food waste in a convenient and hygienic manner. Here are some tips:

- Keep a small food waste container in your kitchen to collect food scraps conveniently. You can use newspaper or paper towels to line the container and minimize odours. You can repurpose containers you already have at home, such as empty coffee cans, plastic containers/yogurt containers, buckets or purchase a kitchen catcher online or at a local retailer.
- If you're concerned about odours or pests, consider storing food scraps in the freezer.
- [other relevant information such as whether a kitchen catcher or liners will be provided]

Upcoming Learning Session

- We will be hosting a [lobby talk, workshop, virtual meeting, etc.] on [date and time] at [location] to provide further details on the new food waste program and tips and tricks to sort all waste properly. If you attend the session you will be entered to win [a \$50 grocery gift card, \$\$ off your next months' rent, etc.].

Thank you for your cooperation and if you have any questions or need further information, please don't hesitate to reach out [contact information].

Sincerely,

[Your Name or Property Management Team]

Appendix 8 – Tips for Storing Food Waste

Here are some simple tips residents can use for storing food waste within their units:

Select a Food Scrap Container:

- **Kitchen Catcher:** Kitchen catchers are specifically designed for collecting kitchen food scraps. Residents can purchase kitchen catchers online or at most home improvement stores, typically retailing for around \$10-15 each. Property managers can also bulk-order kitchen catchers for residents at a discount
- **Reusable Container:** Residents can repurpose old containers from home, such as glass jars, plastic tubs or metal tins. These containers are easy to wash and reuse, reducing the need to buy a container
- **Compostable Paper Bags:** Some residents prefer using small compostable paper bags for kitchen scraps instead of a container. These bags can be thrown directly into the green cart
- **Silicone Bag or Pouch:** Silicon bags are durable, washable and odour-resistant, making them a great option for collecting scraps
- **Bowl or Pot with a Lid:** A simple bowl or cooking pot with a lid can serve as a convenient food scrap container

Additional Tips

It is equally important to have a separate container for recycling in the kitchen and washroom(s). When you have all three sorting options - garbage, recycling and food waste - available at the source, it makes proper waste sorting easy and convenient.

Select a Container Liner

When setting up your hauling contract, clarify which types of liners are acceptable with your hauler. Here are some examples of common, compostable liners:

- **Compostable Paper Bags:** Residents can use small compostable paper bags to line their food scrap containers
- **Newspaper or Paper Towel:** Residents can line their food scrap containers with old newspaper or paper towels. These materials absorb moisture and help reduce odors
- **Certified Compostable Liners:** These liners are made from plant-based materials that break down in some composting facilities. They can be discarded in the green cart with your food waste. Check with your hauler prior to using certified compostable liners

Avoid Plastic Bags as a Liner

Food and yard waste processors are unable to process plastics as they do not break down, contaminating the compost.

Use the Freezer Method

Storing food scraps in the freezer until it's time to take them to the green cart helps eliminate odours and slows decomposition.

Don't Forget About the Washroom

Items found in the washroom, such as tissues, are compostable. You can encourage residents to have a separate container in their washroom(s) for items that can go in the green cart.



Appendix 9 – Green Cart Tips

Keep pests and odour to a minimum with these tips:

FILL IT

Line the bottom of your green carts with newspaper, cardboard or paper towels each time they are emptied. This will help absorb liquid and prevent food from sticking and freezing to the carts

PLACE IT

You should always set the carts out for collection as scheduled, even when they are not full

SPACE IT

Ensure you leave enough space around your carts so that you can easily walk around it. There should be at least 1.2 meters (approximately four feet) of space between the carts and other objects, such as parked cars, power poles, utility boxes and fences

STORE IT

You should choose a ventilated, shady location that is convenient for residents. Store your green carts outdoors to avoid the freeze-thaw cycle

Warm Weather Tips

- Keep your green carts in a shaded area
- Ask residents to wrap smelly food scraps in newspaper, kraft paper or starch-lined paper
- Provide residents with the food waste collection schedule and ask them to put food waste in the green carts closer to collection day
- Ask your hauler for more frequent collection, if needed
- Rinse your green carts regularly or consider hiring a private company to clean your green carts

Cold Weather Tips

- Keep your carts accessible and free of ice and snow for both residents and the hauler
- Keep moisture to a minimum by asking residents to line their food scrap containers with newspaper, compostable paper bags or to freeze their food scraps before putting them in the green cart. This will prevent the waste from freezing to the cart
- Store your green carts in a way that helps avoid the freeze-thaw cycle
- Use a broom or shovel to loosen stuck or frozen items so the cart empties easily

