



Municipal Food Cyler Pilot Program Policy

POLICY NUMBER: 238-OP-24

Approval Date: October 8, 2024

Revise Date:

Motion Number: CRM20241008.1013

Repeal Date:

Supersedes:

Review Date:

1.0 Policy Intent

The City of Cold Lake manages and operates the waste management system within its jurisdiction. Recognizing that organic and food waste constitutes a significant portion of household waste, the City collects, disposes of, and processes waste in accordance with the Waste Management Bylaw No. 519-UT-14. In an effort to further reduce organic waste, the City has chosen to participate in an alternative organic recycling pilot program by partnering with Food Cycle Science. This policy is intended to ensure transparency and equitable administration of the Municipal Food Cyler Pilot Program for all participants in Cold Lake.

2.0 Purpose

The purpose of this policy is to outline the guidelines for the implementation and participation in the Municipal Food Cyler Pilot Program, ensuring that the program is administered fairly and efficiently.

3.0 Policy Statement

The City of Cold Lake will establish a pilot program to promote the diversion of organic and food waste from the household waste stream.

4.0 Managerial Guidelines

4.1 Program Implementation

To implement the Municipal Food Cyler Pilot Program and provide Food Cyclers at a discounted rate through Food Cycle Science, the City will:

- 4.1.1 Enter into a partnership agreement with Food Cycle Science to provide units at an agreed upon discounted rate;
- 4.1.2 Promote the pilot program through the City's website and social media channels;
- 4.1.3 Offer a contribution of one hundred dollars (\$100.00) per Food Cyler unit per household, covering up to a maximum of one hundred (100) participants in the pilot program;
- 4.1.4 Collect fees from participants to cover their portion of the cost for the discounted Food Cyclers;
- 4.1.5 Make payments directly to Food Cycle Science for participants' contributions, the City's contribution, and shipping costs, upon receipt of invoice.

4.2 Participation Criteria and Contribution

Participants must meet the following criteria to be eligible for the Municipal Food Cyclor Pilot Program and retain their Food Cyclor:

- 4.2.1 The pilot program is limited to one hundred (100) participants.
- 4.2.2 Participants must be residents of the City of Cold Lake with a valid Cold Lake address.
- 4.2.3 Participants must complete and submit a registration form.
- 4.2.4 Payment for the participant's portion of the Food Cyclor cost must be made in full to the City of Cold Lake.
- 4.2.5 Participants are required to track the number of cycles their Food Cyclor completes each day for twelve (12) weeks, using a provided tracking sheet.
- 4.2.6 At the end of the twelve (12) weeks, participants must complete an online survey and submit their tracking information along with comments and feedback on the program.

4.3 Allocation of Food Cycle Units

The distribution of Food Cyclor units will be handled as follows:

- 4.3.1 The City of Cold Lake has four (4) waste collection day zones (Tuesday, Wednesday, Thursday, and Friday). The Food Cyclor units will be evenly distributed among these zones, with twenty five (25) units allocated to each.
- 4.3.2 Two (2) units per zone will be reserved for multifamily dwellings without access to an organic waste collection service.
- 4.3.3 Units will be allocated on a first-come, first-served basis according to the criteria outlined in sections 4.3.1 and 4.3.2.
- 4.3.4 In the event of under-subscription or over-subscription, the City reserves the right to review and adjust the allocation criteria to ensure equitable distribution as needed.

5.0 References

N/A

6.0 Persons Affected

City of Cold Lake
Members of the Public

7.0 Revision/Review History

Oct. 31, 2024

Date

Oct 31 2024

Date

Chief Administrative Officer

Mayor